POST OFFICE MANUAL

UNITED STATES POST
OFFICE DEPARTMENT

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FOREWORD

To the Members of the Postal Service:

This 1952 edition, bearing the new title "Post Office Manual," supersedes the 1948 edition of the Manual of Instructions for Postal Personnel.

The Manual is a reference book defining your more important duties, responsibilities, rights, and obligations as a member of the Postal Establishment.

It will increase your knowledge and improve your qualifications for advancement in your chosen career.

A familiarity with its contents will enable you to perform your work well and thus enhance the good reputation of the Post Office Department as a body of intelligent and well-informed public employees.

It is well to remember that in our daily work each of us makes a real contribution to the general welfare by maintaining and advancing through postal communications the social and business life of our communities and thereby the Nation. This should inspire us to do our best. We must know our business. Above all we must, in our relations with our patrons, conduct ourselves with unfailing courtesy and in the spirit of service.

I commend this manual to your careful study that we may better fulfill the beneficent purposes for which the Postal Service operates.

Postmaster General.

WASHINGTON, D. C., *March 1, 1952.*

CONCORDANCE

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POST OFFICE DEPARTMENT

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FIELD DIVISIONS OF POSTAL TRANSPORTATION SERVICE

POST OFFICE DEPARTMENT

FIELD DIVISIONS OF POSTAL TRANSPORTATION SERVICE

LEGEND: DIVISION HEADQUARTERS ○
 DISTRICT HEADQUARTERS ○
 POSTAL TRANSPORTATION SERVICE DIVISIONS —

POST OFFICE DEPARTMENT BUILDINGS MANAGEMENT STORE ROOMS AND AREAS SERVED

POST OFFICE DEPARTMENT
DIVISION OFFICES AND BOUNDARIES
INSPECTION SERVICE

KEY
DIVISION OFFICES —●—
BOUNDARIES — — —

Map showing the United States divided into regions, with division offices marked by dots and boundaries indicated by dashed lines. The map includes state names and major cities.

POST OFFICE DEPARTMENT REGIONAL OFFICES AND AREAS FOR ACCOUNTING AND AUDITING AND THE MONEY ORDER SYSTEM

CHAPTER I

General Provisions Relating to Post Offices

Art.

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ESTABLISHMENT OF POST OFFICES

1. Post offices are established by authority of the Postmaster General at such places as he may deem expedient. He may also discontinue any post offices where the safety and security of the Postal Service and revenues are endangered from any cause whatever, or where the efficiency of the service requires such discontinuance.

Stations and Branches

2. When the public convenience requires it, the Postmaster General may establish within the delivery limits of any post office one or more branch offices or stations.

Postal units that are located outside the corporate limits of the city or town in which the principal office to which they are attached is located are known as branch post offices and designated by local names only. The name of every branch post office is entered separately in its alphabetical order in the State list of post offices in the Official Postal Guide.

Stations located within the corporate limits of the city or town in which the post office to which they are attached is situated, are designated by numbers, letters, or local names. Numbered stations may be located outside the corporate limits.

Stations and branch post offices are divided into two classes:

“Classified,” those in charge of classified employees and occupying quarters provided by the Government; and

“Contract,” those usually located in drug stores or other places of business and operated under contract by persons not in the classified service who are required to furnish quarters and equipment, heat, light, and the necessary clerical assistance. Where the needs of the service require, contract stations may be established in Government buildings, provided that the required space and equipment are furnished by the proper Federal authority, and that the contractor receives no salary, pay, or emolument from any other department or office of the Government, and also provided that the rate of compensation takes into consideration the fact that the contractor is not required to furnish space or equipment.

All stations and branch post offices shall transact money order and registry business and shall sell postage supplies except where the purpose of the establishment of the station or branch is such as not to require these facilities, and when specially designated shall transact postal savings business. Stations and branch post offices are “independent” when designated as such for the receipt and dispatch of registered mail direct, without passing through the office to which they are attached.

Summer and Winter Post Offices

3. Post offices at summer resorts and winter resorts shall be continued as offices, although no mail is received or dispatched during certain seasons.

(a) When the postmaster at a summer resort or winter resort post office closes the office for the season he shall return all unsold postage stamp stock together with a sufficient amount of cash to balance out the fixed credit to his central accounting postmaster who shall cancel the fixed credit. Fixed credits of other than postage stamp stock shall be treated in a similar manner. In the event funds are not available to meet authorized disbursements, they should be requested from the central accounting office on Form 1847 in the regular manner. Fifteen days before the proposed reopening of a summer resort or winter resort post office, the postmaster shall notify his central accounting postmaster who shall furnish him with stamp stock on fixed credit. The post office equipment and records at a summer resort or winter resort post office may be retained by the postmaster provided he remains in the locality during the closed season; otherwise they should be turned over to the nearest post office for safekeeping.

(b) Thirty days before the close of each season, the postmaster at a winter resort or summer resort post office shall notify the Bureau of Post Office Operations, Division of Postmasters, of the date on which the office is to be closed for the season, so that necessary changes in mail service may be made. The postmaster shall also notify the following of his own post office address during the period the office is to be closed: the Bureau of Post Office Operations, Division of Postmasters, the postmaster at the office to which mail is sent during the period the office is closed, the regional accounting office, and the central accounting postmaster.

(c) Thirty days before the proposed reopening of a winter resort or summer resort post office the postmaster shall notify the Bureau of Post Office Operations, Division of Postmasters, so that arrangements may be made for supplying the office with mail.

Change of Name

4. The name of a post office shall be changed only by order of the Postmaster General.

A suitable exterior sign containing the words "Post Office" and the name of the office shall be displayed.

Change of Site

5. Application for authority to change the site or location of a post office shall be made to the Bureau of Facilities, Division of Post Office Quarters, when the office is

of the first, second, or third class; and to the Bureau of Post Office Operations, Division of Postmasters, when of the fourth class. Should the site of an office be changed in emergent cases without authority, the postmaster shall provide for the exchange and carrying of the mails without additional expense to the Post Office Department.

The postmaster shall state in his application the distance and direction of the proposed new site from the one occupied, and whether the cost of transportation of mails will be increased or decreased. He shall also furnish a map or diagram of the city, town, or village, showing the present and proposed locations with respect to the principal places of business and at an office of the fourth class, if the distance is $\frac{1}{4}$ -mile or more, a petition signed by a majority of the patrons of his office that the change is satisfactory to them. In the case of first, second, and third class post offices the postmaster shall also forward a diagram of the present and proposed quarters, upon which is accurately indicated the dimensions of each and the space to be used for post office purposes exclusively. At such offices the postmasters shall also state the amount that will be required for rent, light, and fuel per year for the proposed new quarters. Where post offices are located on railroads the application shall show the distance between the proposed site and the railroad station by the nearest route open to public travel, and shall state whether mails are handled by railroad employees or a Department mail messenger.

Postmasters at post offices located on railroads shall also inform the general superintendent, Postal Transportation Service, in advance of a change in site of the office, giving the distance between the railroad station and the new site, and stating whether mails are handled between post office and station by employees of the railroad or of the Post Office Department. Where mails are handled by railroad employees the local railroad agent or other representative shall also be advised before change of site is made.

Change of Boundaries

6. When a post office is changed from one county to another by reason of change of county boundaries, or the creation of a new county, the postmaster shall promptly notify the Bureau of Post Office Operations, Division of Postmasters.

POSTMASTERS**Eligibility for Appointment**

7. *Qualifications.*—No person shall be eligible for appointment as postmaster in the continental United States unless he is a citizen of the United States or a person in the service of the United States on July

30, 1947, who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States. (Continental United States does not include Alaska.)

The husband or wife of a rural carrier shall not be appointed postmaster, nor shall the husband or wife of a postmaster be appointed rural carrier.

8. Residence.—A postmaster shall reside within the delivery limits of his office, but may reside outside the State where his office is located if his residence is within the delivery limits thereof.

To be eligible for appointment as postmaster at an office of the first, second or third class, the applicant must actually reside within the delivery of the office to

	<i>Minimum</i>	<i>Maximum</i>
First class:		
Receipts of \$300,000 or more-----	30th birthday	63d birthday
Receipts of less than \$300,000-----	25th birthday	63d birthday
Second class-----	23d birthday	63d birthday
Third class-----	21st birthday	63d birthday
Fourth class-----	21st birthday	65th birthday

Persons granted veterans' preference are released from the minimum and maximum age limitations, except that such persons who have passed their seventieth birthday are not eligible for examination.

Classified postal employees who are under 70 years of age may be given a noncompetitive examination for promotion to the position of postmaster without regard to the age limitations applicable to competitive examination.

Appointment

10. Postmasters at offices of the first, second, and third classes shall be appointed without term by the President by and with the advice and consent of the Senate and may be removed by the President. Postmasters at offices of the fourth class shall be appointed and may be removed by the Postmaster General.

Appointments to the position of postmaster shall be in accordance with the provisions of the Civil Service Act and Rules. At offices of the first, second and third classes, they may be made by promotion from within the Postal Service or by competitive examination.

Commissions

11. A commission shall be issued to every person appointed postmaster upon the filing and acceptance of his bond and oath of office. The duties of the office shall not be assumed by the person appointed until after he has received his commission or notice that the commission has been issued.

Assumption of Duties

12. After a new postmaster has been

which he is appointed or within the city or town where the same is situated for one year next preceding the date of such appointment, if the appointment is made by noncompetitive examination, or for one year preceding the date fixed for the close of receipt of applications for examination, if the appointment is made after competitive examination. To be eligible for appointment at an office of the fourth class, the person is only required to live within the delivery of the office at the time of filing application.

9. Age.—On the closing date for receipt of applications, candidates for postmaster, other than persons granted veterans' preference, must have reached the minimum but not the maximum age as follows:

	<i>Minimum</i>	<i>Maximum</i>
First class:		
Receipts of \$300,000 or more-----	30th birthday	63d birthday
Receipts of less than \$300,000-----	25th birthday	63d birthday
Second class-----	23d birthday	63d birthday
Third class-----	21st birthday	63d birthday
Fourth class-----	21st birthday	65th birthday

commissioned, the old postmaster shall continue to be recognized as postmaster, and his requisition shall be honored until his successor has actually taken possession of the office.

The outgoing postmaster shall transfer the post office and all records, supplies, and other Government property in his custody to his successor upon presentation of his commission, or notice that the commission has been issued, or at such time thereafter as may suit the convenience of the new postmaster.

When a postmaster takes possession of the post office, he immediately assumes responsibility for the proper handling and protection of Government funds. It is imperative that postmasters familiarize themselves with the instructions concerning public funds, adhere strictly to them, and understand that any disregard thereof or substitution of systems of their own may result in violations of law.

At all Government-owned post office buildings under the administration of the Post Office Department the postmaster shall upon his appointment assume jurisdiction over the Federal building, the grounds and their appurtenances, and the direction and supervision of the custodial or operating force assigned for their operation and maintenance.

Official Duties of Postmasters

13. General.—Postmasters are responsible for proper organization of their offices, for proper and efficient conduct of the employees, and for courteous and efficient postal service to their patrons.

The attitude of the postmasters toward

the public should be helpful, and inquiries regarding postal matters given prompt attention. Personal supervision of each section of the post office should be of such character as will assure the full respect and loyalty of the employees and the confidence of the public.

Postmasters will be held personally responsible for unnecessary expenditures in the service, whether they are for excess regular employees, excess auxiliary service, or extravagance in the use of supplies or equipment. In the very large offices where immediate supervision cannot always be given by the postmaster he will be responsible for the organization essential to fixing the individual responsibility for any unnecessary expenditures.

Postmasters at offices where branch offices and stations are maintained shall visit the branch offices and stations frequently.

In addition to such other duties as will provide for the proper conduct of their offices, postmasters are required to perform personally the duties outlined below:

14. First- and second-class offices.—(a) At offices having receipts of \$500,000 or more, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall direct and coordinate the work of the ranking supervisors and confer with such supervisors at frequent intervals in the interest of efficient and economical operation of the service; personally analyze and sign all accounts and requests for allowances; review all departmental correspondence; direct proper methods of auditing to insure individual responsibility; see that a check is made once each quarter of all accounts, the main stamp stock, and all fixed credits, and arrange for all serious irregularities to be brought to his attention. Employees' surety bonds and personnel and efficiency records shall be kept under his supervision. He shall see that the duties of the auditor and station examiner are properly performed. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. He shall also act as custodian where the office is located in a Federal building under the administration of the Post Office Department.

(b) At offices having receipts of \$400,000 but less than \$500,000, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall personally analyze and sign all accounts and requests for allowances; personally review and sign all departmental correspondence; direct proper methods of auditing to insure individual responsibility; see that a check is made once each quarter, of all accounts, the main stamp stock, and all

fixed credits, and arrange for all serious irregularities to be brought to his attention. Employees' surety bonds and personnel and efficiency records shall be kept under his supervision. He shall see that the duties of auditor and station examiner are properly assigned and performed. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. The postmaster shall also act as custodian where the office is located in a Federal building under the administration of the Post Office Department.

(c) At offices of the first class having receipts of less than \$400,000, and if a superintendent of mails is authorized, the postmaster shall have direct contact with the public on administrative matters, and shall supervise the handling of complaints. He shall have custody of employees' surety bonds; supervise the maintenance of the personnel and efficiency records of all employees; personally open all incoming official correspondence from the Department; supervise the opening of all other official correspondence; supervise the preparation of outgoing correspondence, and personally sign all departmental correspondence. He shall have direct supervision of the preparation of accounts, assist with the handling of the postal account, personally analyze and sign all accounts and requests for allowances; direct proper methods of auditing to insure individual responsibility; personally check the main stamp stock once each quarter and see that all fixed credits are checked once each quarter. He shall also see that classified and contract stations and branches are checked once each quarter. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. At offices located in Federal buildings, under the administration of the Post Office Department the postmaster shall also act as custodian.

(d) At the offices of the first class where a superintendent of mails is not authorized and at all offices of the second class, the postmaster shall have direct contact with the public on administrative matters and give personal attention to complaints. He shall have the custody of employees' surety bonds; supervise the maintenance of the personnel and efficiency records of all employees; open all incoming official correspondence from the Department, and supervise the opening of all other official correspondence; personally sign all correspondence with the Department and, where practicable, keep the postal account cashbook. Where the postal account cashbook is not personally kept by the postmaster, all entries shall be personally verified by him with supporting data for each item. The postmaster or his assistant, where an as-

sistant is provided, shall have personal custody and care of the main stamp stock; keep a record of fixed credits; prepare or supervise the preparation of pay rolls and the payment of salaries to employees; make bank deposits, where practicable; supervise the preparation of and sign all official checks; personally analyze and sign all accounts and requests for allowances; make such examination of the money order, U. S. savings bonds, and postal savings accounts as to assure they are in balance; see that the fixed credits and financial assignments are arranged so as to insure individual responsibility, and personally check or see that fixed credits are checked by a responsible supervisor once a quarter. He shall also see that classified and contract stations and branches are checked once each quarter. The postmaster shall make a diligent study of the postal service at his office with a view to acquiring a thorough knowledge of all phases of the service. At offices located in Federal buildings under the administration of the Post Office Department, the postmaster shall also act as custodian.

15. Third class offices.—At offices of the third class postmasters shall have personal custody and care of the stamp stock and all funds, personally keep and render all accounts, and be familiar with and able to perform all the work of the office, including the distribution of mail.

16. Fourth class offices.—At offices of the fourth class postmasters shall have personal custody of all stocks and funds, personally maintain all official records, reports, and accounts, and perform such other work as is necessary to provide prompt and efficient postal service to the patrons of his office.

Preservation of Orders, Instructions, Etc.

17. Postmasters shall file and preserve in their offices all correspondence, records, books of regulations, guides, instructions, circulars, and orders received from any officer of the Department. (See Chapter XXV for retention periods.)

Supplemental Instructions

18. Whenever a postmaster at a first-class office is in doubt as to the interpretation of a provision of law or regulation or other departmental requirement affecting a matter requiring his official action, he shall, before taking action, ask instructions from the proper bureau of the Post Office Department, provided the necessary information cannot be found in the Postal Laws and Regulations, Post Office Manual, Official Postal Guide, the Postal Bulletin, or other official publications of the Post Office Department. Except for requests for interpretation of registry, insured, and c. o. d. regulations, which shall be addressed to the Bureau of Finance, Division of Regis-

tered, Insured, and C. O. D. Mail in the case of domestic mails and to the Bureau of Transportation, Division of International Service, in the case of international mails, postmasters at second-, third-, and fourth-class offices shall address requests for information as follows:

Matters to be taken up with central accounting or rural disbursing postmasters:

- (1) Burial flags.
- (2) Correction of mailing lists.
- (3) Directory service.
- (4) Employees' hours of service.
- (5) Holidays—local and State.
- (6) Holiday and Sunday service.
- (7) Hotel mail.
- (8) List of names and patrons and addresses of.
- (9) List of names, former patrons.
- (10) Mail matter—addressing of.
- (11) Mail matter—recall by sender.
- (12) Mail receptacles.
- (13) Mutilated mail.
- (14) Office hours.
- (15) Parcel post, handling and delivery.
- (16) Pay rolls.
- (17) Postmarking and canceling mail.
- (18) Reports from postmasters required periodically.

(19) Treatment of ordinary, nixie, and dead matter of domestic origin.

(20) Post office lobby hours.

(21) Window service.

(22) Inquiries concerning the following subjects pertaining to clerks, city and village carriers, mail handlers and substitutes, should also be addressed to the central accounting postmaster:

Appointment of substitutes from civil service registers.

Promotion of substitutes to regulars.

Annual leave.

Sick leave.

Oath of office.

Bonds (employees').

Compensatory time.

Overtime.

Employees' hours of service.

(23) Carriers' uniforms:

Badges, city carriers' and special-delivery messengers'.

(24) Rural delivery service:

Pay of rural carriers and deductions therefrom.

Annual leave.

Sick leave.

Holidays.

Bonds.

Appointment and separation of substitute rural carriers.

(25) Money-order business.

Matters to be taken up with inspectors-in-charge:

(1) Addresses:

When furnished _____

When not to be furnished _____

- For telegrams.....
Fictitious.....
(2) Boxholders—names not to be furnished.
(3) Boxholders—mail addressed to.
(4) Complaints against employees and the service.
(5) Complaints regarding the loss, delay, or mistreatment of ordinary mail matter.
(6) Files and records—copies of.
(7) Files and records—disposition of.
(8) Government departments—furnishing information to.
(9) Husband and wife—mail addressed to.
(10) Information — regarding patron and mail matter.
(11) Information to representatives of other departments.
(12) Leave of absence for postmasters.
(13) Minors—delivery of mail of.
(14) Persons of the same name.
(15) Prisoners' mail.
(16) Telephone inquiries concerning mail matter.
(17) Lost or stolen money-order forms.
Matters to be taken up with regional accounting offices:
All matters relating to accounts.

Other Business of Postmasters

19. Postmasters of all classes should not engage in any business or activity which in any way interferes with the proper discharge of their duties as postmasters, and must not engage in any business which involves canvassing or soliciting of their patrons.
Postmasters at post offices of the third and fourth classes may transact other business in the same room in which the post office is located; but such business shall be kept separate and distinct from that of the post office.

Misuse of Official Signature

20. Postmasters shall not use their official signatures for advertising purposes, or stamp their own or any other advertisement upon mail passing through their offices.
No postmaster or other postal officer or employee in his official capacity shall, without special authority from the Postmaster General, give any endorsement to a private enterprise or business institution; and no postmaster shall give official endorsements of patrons of his office, or testimonials, or guaranties as to their honesty, reliability, etc.

Hours of Duty

21. At offices of the first, second, and third classes postmasters shall devote not less than 8 hours during the business part

of the day to the conduct of their offices and the performance of duties appropriate to their positions.
At offices of the fourth class the following schedule of the minimum daily number of hours of duty for postmasters has been adopted:

<i>Receipts</i>	<i>Hours of duty</i>
Less than \$150_____	2
\$150 but less than \$250_____	3
\$250 but less than \$350_____	4
\$350 but less than \$450_____	5
\$450 but less than \$600_____	6
\$600 but less than \$800_____	7
\$800 and over_____	8

The hours of service of postmasters at third- and fourth-class offices should be during the usual business hours of the day when the principal mail is received and dispatched.

Absence From Office

22. Postmasters shall not absent themselves from their offices without written authority in advance from the inspector in charge of the division in which the post office is located; except that in an emergency a postmaster may absent himself for not longer than 2 days without first securing such prior written authority. In such cases a prompt report of the nature of the emergency and period of absence must be made to the inspector in charge.
(See ch. II; art. 94, for annual, sick leave.)

Postmasters are not included in the scope of the 40-hour-week law. They may, however, take time off on Saturday or such other day when there is a suspension of business, provided they have made necessary arrangements for proper and efficient service to the public, protection of the finances, and prompt handling of the mail. However, an additional allowance may not be granted in such cases by reason of the absence of the postmaster.

Articles 26 to 29 of this chapter provide for the performance of the duties of postmaster during his absence.

Transfer Privileges

23. (a) A postmaster of the fourth class appointed (1) before August 14, 1946, and having an annual compensation of less than \$500; or (2) appointed on or after August 14, 1946, and before November 10, 1948, and having an annual compensation of less than \$1,000; or (3) appointed on or after November 10, 1948, and having an annual compensation of less than \$1,300, shall not be eligible for transfer to any other position under the civil-service rules.
(b) Where the annual compensation of the office has amounted to \$500 or more at

any time during his incumbency in the case of appointment before August 14, 1946; or \$1,000 or more at any time during his incumbency in the case of appointment on or after August 14, 1946, and before November 10, 1948; or \$1,300 or more at any time during his incumbency in the case of appointment on or after November 10, 1948, a fourth-class postmaster may, after serving 1 year and upon passing an appropriate noncompetitive examination, be transferred to a position of rural carrier at the office at which he is serving. After 3 years' service and upon passing an appropriate noncompetitive examination, he may be transferred to a position of rural carrier at any other post office, or to any other position for which he can qualify.

(c) When the annual compensation of an office is increased to (1) \$500 or more in the case of a person appointed before August 14, 1946; or (2) \$1,000 or more in the case of appointment on or after August 14, 1946, and before November 10, 1948; or (3) \$1,300 or more in the case of appointment on or after November 10, 1948, the incumbent of such office shall be given all rights and privileges of persons appointed before August 14, 1946, to offices with annual compensation of \$500 or more; or appointed on or after August 14, 1946, and before November 10, 1948, to offices with compensation of \$1,000 or more; or appointed on or after November 10, 1948, to offices with compensation of \$1,300 or more.

Abandonment of Office

24. When a postmaster voluntarily abandons his office, such action may be regarded as sufficient cause for removal.

Death of Postmaster

25. When a postmaster dies, a report thereof should be made by telegram by the assistant postmaster or senior employee of the office to the Bureau of Post Office Operations.

ASSISTANT AND ACTING POSTMASTERS

Performance of Duties During Absence of Postmaster

26. *Appointment of assistant postmasters.*—The position of assistant postmaster at first- and second-class offices is in the competitive classified service, and appointments thereto may be made when authorized by the Bureau of Post Office Operations. The position of assistant postmaster is not authorized at third- and fourth-class offices.

The authorized assistant postmaster shall in all cases manage the business of the post office during the absence of the postmaster.

Contractors or subcontractors for carrying the mail, mail messengers, assistant messengers, or persons concerned in the prosecution of claims against the Government shall not be appointed assistant postmaster or clerk in a post office. (See ch. II, art. 170, relative to employees interested in mail contracts.)

27. Designation of employee to perform duties of office.—At second-class offices where the appointment of an assistant postmaster has not been specifically authorized the postmaster shall designate a clerk to perform the duties of the postmaster during his absence.

The position of assistant postmaster is not authorized at third-class offices. Postmasters at such offices shall designate a clerk to perform the duties of the postmaster during his absence. If the office has no regular clerk, a substitute must be so designated.

At fourth-class offices the postmaster shall designate a member of his family, a surety on his bond, or any other competent person to perform the duties of the postmaster during his absence. Such persons may also be employed to assist the postmaster in the performance of the duties of the office.

When at any office a clerk is authorized to take charge of the office during the absence of the postmaster, such clerk shall, whenever the postmaster is absent, assume the duties of the postmaster, and all employees therein shall observe his instructions the same as those of the postmaster.

Acting Postmaster

28. When, upon the death, resignation, retirement, transfer, or removal of a postmaster, an acting postmaster is designated by the Postmaster General and takes charge of the post office, he shall sign all papers, returns, accounts, requisitions, etc., as "acting postmaster."

The accounts up to and including the day of the death or retirement of the postmaster shall, however, unless they have been rendered by the assistant postmaster, be signed by the acting postmaster thus: "A. B., acting postmaster, _____, postmaster deceased" (or removed, resigned, etc., as the case may be).

An acting postmaster shall not claim compensation as postmaster nor shall his requisitions be honored until his bond is approved by the Assistant Postmaster General, Bureau of Post Office Operations.

The qualifications for appointment as acting postmaster are the same as for appointment as postmaster.

Signature of Assistant Postmaster or Clerk During Absence of Postmaster

29. When an assistant postmaster or clerk is in charge of the post office during the

absence of the postmaster, he shall sign all papers, returns, accounts, requisitions, etc.: "A. B. postmaster, by D. C., assistant postmaster," or "A. B. postmaster, by E. F., clerk."

When the postmaster dies, resigns, retires, transfers, or is removed, the assistant postmaster, during such time as he conducts the business of the office before the designation of an acting postmaster, shall sign all papers, etc.: "A. B. postmaster, deceased (or resigned, removed, etc., as the case may be), by C. D., assistant postmaster." (See article 30 of this chapter relative to signing checks.)

Postmasters may authorize their assistants to sign their names to such reports, letters, and papers as are not specially required to be signed by the postmaster himself. The signature should be: "A. B., postmaster, by C. C., assistant postmaster." The name of the postmaster may be either written or stamped, but the signature of the assistant shall be in ink.

Authorization of Employees to Sign Checks

30. A postmaster who is authorized to pay salaries or other expenses by means of checks drawn on the Treasurer of the United States, shall designate one or more of the employees of his office to sign checks in his name when authorized and such employees shall give bond covering such duties on a special form which may be obtained from the Bureau of Post Office Operations, Division of Post Office Personnel. After the bond is approved, the postmaster shall certify to the Bureau of Finance, Division of Postal Finance, in triplicate on Form 3012, that the employee is authorized to sign checks, which certificate shall bear a specimen of the employee's signature. Such checks shall be signed thus: "A. B., postmaster by". During
(Name of authorized employee)

the period from the date of the death, resignation, retirement, or removal of a postmaster to the date his successor or an acting postmaster takes charge of the post office, funds shall be deposited, and checks issued, exactly as if the postmaster were still in office. (See ch. XVI, arts. 154 to 156, relative to checks issued in transaction of money order business.)

CARE AND CONDUCT OF POST OFFICES

31. Post offices shall not be allowed to become resorts for loungers or disorderly persons, or the scene of disputes or controversies. Whenever necessary, postmasters should call on the civil authorities to preserve order, and if they refuse or fail to do so, the office may be closed.

Post offices shall be kept at all times in a clean and orderly condition.

No post office or branch or station of any post office shall be located in a room where intoxicating liquor is sold to be consumed on the premises or in any room directly connected therewith.

Postmasters at offices located in Federal buildings should consult Form BOM-38 for instructions concerning the maintenance of such buildings.

Unauthorized Persons Not Allowed on Workroom Floors

32. Unauthorized persons shall not be allowed access to the workroom floor of post offices. Employees of the office, while off duty, are unauthorized persons within the meaning of this requirement, and they shall not be permitted access to mail matter, or allowed to loiter in post offices after their tour of duty has ended or before the beginning of their tour of duty.

Display of Advertisements in Post Offices

33. Advertisements, circulars, placards, handbills, cards, or notices relating to any private business, and pictures, cartoons, or other documents of a political character, or concerning any election, or designed to influence an election in favor of any candidate, shall not be placed upon the walls or elsewhere, for public exhibition, within post offices or the lobbies thereof, or on any portion of the post office premises.

For the convenience of the public, postmasters may allow bulletin boards to be placed in the post office or may set apart some convenient place where notices of public assemblies, judicial sales, and other like announcements, printed or written, may be displayed; but these privileges shall be afforded without discrimination as to party or sect.

Postmasters shall post in a conspicuous place Weather Bureau reports received at their offices.

The bulletin boards in post office workrooms and lobbies shall, except as stated in paragraph 2 of this article, be used only for the display of official notices, and no notices relating to the activities of employees' organizations shall be posted thereon.

Postmasters may permit bulletin boards to be placed in the employees' swing rooms, on which may be posted notices unobjectionable to the postmaster relating to the activities of employees' organizations. Such boards shall be equally available to all organizations. They shall be erected according to specifications prepared by the postmaster, the expense thereof to be borne by the interested employees or organization of employees.

Testing Devices

34. Postmasters shall not permit any person or firm to leave or install in post offices or upon post office premises, for test, approval, or otherwise, any machine, invention, or device, on any pretext whatsoever, without first obtaining a specific written authority from the Bureau of Post Office Operations. However, a postmaster is not prohibited from utilizing in his office any typewriter, adding machine, or other office appliance or article purchased at his own expense, unless otherwise directed by the Department.

Local Daylight Saving Law

35. Postmasters will be held responsible for the prompt handling of the mails, and any changes of schedule deemed expedient to conform to the provisions of local or State laws regarding daylight saving may be inaugurated, provided such changes comply with the law governing hours of service of post office employees and will not cause delay to mails or impair the service.

Office Hours

36. *General.*—Post offices shall be kept open for the delivery of mail and the sale of stamps every business day during the hours when the principal business houses are open. Any postmaster desiring specific instructions as to general delivery and stamp window hours should write to the Bureau of Post Office Operations, stating when mails arrive and depart and what hours are observed by the principal business houses.

Service to the public at post office windows shall not be suspended on account of the distribution of mails during the regular hours of service at such windows if the clerical force is sufficient to attend to both distribution and delivery at the same time.

37. *For registry business.*—Offices of the first class shall be kept open for the receipt and delivery of registered mail until 6 p. m., and their stations and branches until 5:30 p. m. Offices of other classes shall be kept open during the hours observed by the principal business houses.

38. *For money-order business.*—Offices of the first class shall transact money-order business from 9 a. m. to 5 p. m.; offices of the second class from 8 a. m. to 6 p. m.; and stations of offices of the first and second classes from 8 a. m. to 5:30 p. m. Additional time shall be allowed by the postmaster if necessary.

Third- and fourth-class offices shall transact money-order business during the hours observed for the transaction of postal business; and, as a general rule, during the period in which stamps are sold.

39. *For postal savings business.*—Every post office designated as a postal savings depository shall transact postal savings busi-

ness every weekday during the hours prescribed for the transaction of money-order business, and at such other times as the business of the office may require or as the Department may direct.

Sunday Hours

40. Post offices of the first and second classes shall not be open on Sundays for the purpose of delivering mail to the general public, but prompt delivery of special delivery mail shall be made.

Postmasters at first- and second-class offices shall not require more clerks and carriers to be on duty on Sundays than are needed to collect and prepare mail for dispatch, to make such distribution of incoming mail as is necessary, to make delivery of special delivery mail, and to avoid congestion or accumulation of mail that would prevent prompt deliveries on Monday. Renters of lock boxes may be permitted to obtain on Sundays such mail as may be distributed into their boxes.

When the distribution of mail to lock boxes is necessary, lobbies may be left open for such length of time thereafter as is safe and expedient.

Third- and fourth-class offices need not be opened on Sundays unless mail arrives after the Saturday closing hour and before 6 p. m. Sunday. If such mail arrives and the public convenience requires its delivery on Sunday, the office may be opened to the public not more than once nor for more than 1 hour. The time of service to patrons shall not be during that of church services.

If such an office is open to the public on Sundays, the sale of postage stamps, registration of mail, and delivery of registered mail is left to the option of the postmaster. Money orders need not be issued or paid. Special delivery mail, however, shall be delivered if the mail arrives between the closing hour on Saturday and 6 p. m. on Sunday.

Night Service

41. Postmasters shall not maintain night service, either at the main office or stations, where such service involves any additional expense, without authority from the Bureau of Post Office Operations.

Holiday Service

42. Holidays in the postal service are New Year's Day (January 1); Washington's Birthday (February 22); Memorial Day (May 30); Independence Day (July 4); the first Monday in September, known as Labor Day; Armistice Day (November 11); Thanksgiving Day (fourth Thursday in November); and Christmas (December 25). All days, other than the holidays enumerated herein, set aside by the President of the United States as holidays to be observed by the other departments of the Government

throughout the United States are construed as applicable to the Postal Service in the same manner and to the same extent as the executive departments.

On the holidays specified above, post offices shall render window service such length of time as may be necessary to meet the reasonable postal requirements of the public. Mails shall be made up and dispatched on such holidays as on other weekdays.

When any of the holidays specified falls on Sunday, the following Monday shall be observed.

Lobbies Open

43. The lobby of a post office may remain open at the postmaster's discretion when no one is on duty if the screen work extends to the ceiling and if all doors, windows, and wickets connecting the lobby with the working portion of the office are securely locked and police protection is adequate.

Letter Drops at Third- and Fourth-Class Offices

44. At third- and fourth-class post offices a slot shall be cut in the outer door of the post office for the deposit of mail. If that is not feasible, a letter box shall be provided, so constructed that it will be accessible to the public at all hours and will properly protect the mail therein.

Suspension of Business on Local Holidays

45. Whenever there is a total suspension of business in a State, city, or town, or whenever there is a substantial suspension of business so that the requirements and demands upon the Postal Service on the part of the patrons are very materially reduced, a postmaster may curtail and reduce the service of the office to an extent reasonably commensurate with such suspension of general business; provided always that the postal service at all places shall be adequate to meet the reasonable requirements of the public on such days. Mail shall be received and dispatched as usual. The release of employees from work resulting from such curtailment of the postal service on such days should be distributed as equitably as practicable among them, because compensatory time may not be granted to those who of necessity cannot be released from duty in such cases. This provision is not intended as adopting or sanctioning the observance of State holidays, as such, because the Department has no legal power to do that; but is intended rather to allow postmasters discretionary authority to reduce postal service to the extent of the public requirements on such days and on other days when general business is suspended.

Postmasters should at all times carefully exercise their discretion as to the day on which service may be curtailed or suspended,

always considering the service needs of each particular office.

A record should be kept of the extent of the curtailment of the service on all such days so that the Department and the public may have such information available.

A close observance of these instructions will eliminate much unnecessary correspondence and expense on the part of postmasters and the Department.

Additional expense must not be incurred to grant time off to employees on State and local holidays. Employees scheduled for compensatory time on a State and local holiday will have that compensatory time charged to them on those days, even though other employees may be excused without a charge to compensatory time.

The provisions of the above instructions cannot, however, be applied on account of the death of a postmaster or any postal employee. Post offices may not be closed in such cases to permit the attendance of fellow postal employees at the funeral of one of their members. Such number of employees may, however, be excused to attend these funerals as can be spared conveniently without impairment of service.

ALLOWANCES

Personal Services

46. (a) Postmasters at first-class offices must obtain authority for expenditures for all personal services by submitting quarterly or annual estimates to the Bureau of Post Office Operations, except that estimates covering the vehicle service shall be submitted to the Bureau of Facilities, Division of Vehicle Service. Estimates for offices with receipts of \$90,000 or more shall be submitted on Form 024 for clerks and mail handlers, and on Form 024-CD for city carriers and special delivery messengers. Estimates covering the vehicle service shall be submitted on Form VS-14. These estimates shall be personally reviewed and signed by the postmaster and submitted so as to reach the Department not later than February 1, May 1, August 1, November 1, preceding the quarter for which they are applicable, accompanied with proper letters of justification.

(b) Postmasters at first-class offices with receipts of less than \$90,000 and second- and third-class offices shall submit annual estimates for auxiliary and overtime allowances on forms furnished by the Department not later than May 1 for the following fiscal year.

Use of Overtime

47. In emergencies, overtime may be used without advance authority in order to avoid delays to mail, but in each case an immediate report by letter of the amount used and

the reason therefor must be submitted to the proper bureau of the Department. (See also ch. II, arts. 176 to 180, concerning use of overtime.)

Carfare Allowance

48. (a) Annual allowances issued on Form 1542 for carfare are automatically renewed at the beginning of each fiscal year and continue in operation until canceled or amended where there is no change in the annual rate.

(b) Where transportation is necessary the postmaster should obtain it at the lowest rate possible. This can often be accomplished by buying tickets in quantities for less than the regular price, the needs of the office being estimated in advance or by entering into an agreement with the operating companies.

(c) If at any time a saving in carfare is feasible by reason of a change in rates or readjustment of routes, a prompt report stating the minimum sum required under the changed conditions must be forwarded to the Bureau of Post Office Operations, Division of City Delivery, with recommendation that the allowance be reduced.

(d) Any necessary expenditures under this authorization must be made in accordance with the instructions given herein, and the receipts taken must be used as vouchers in submitting your quarterly postal account.

(e) Receipts from transportation companies for payment for the transportation of letter carriers, supervisors, and other post office employees, and special-delivery messengers, under contract or agreement, should be taken on Form 1853. If tickets or tokens are purchased, receipts from the transportation company should be taken on Form 1526-P; if cash fares are paid it will be necessary for the individual employee to sign this voucher. These forms should indicate that the expenditures are to be charged to the appropriation for "Carfare." Vouchers should be listed on Schedule Form 1850-B, and credit claimed in A/C No. 237. Immediately after the close of each quarter the total amount expended under this allowance must be reported to the Bureau of Post Office Operations, Division of City Delivery, on Form 024-ACD.

(f) Transportation is to be provided only when a carrier's route begins or ends at a point one-half mile or more from the post office, or where there is no relay service and the weight of a carrier's load exceeds 35 pounds. Under these conditions and in lieu of using public facilities, the law provides for transportation of carriers in privately owned automobiles at rates not exceeding regular streetcar or bus fare, this being optional with the carrier and not a requirement.

(g) Transportation is to be provided only where necessary for postmasters and

supervisory officers in visiting stations, investigating complaints, etc.; for supervisors of carriers in making carrier route inspections; for employees in investigating and adjusting indemnity claims and for outside men in contacting heavy mailers. The use of privately owned automobiles, referred to in the preceding paragraph, is not applicable to any employees other than carriers.

(h) When a carrier or clerk, either regular or substitute, reports by direction of his supervisory officer to the main office or any station or branch thereof and is subsequently sent to some other unit, he will be allowed carfare, if necessary, in traveling thereto. However, a substitute voluntarily reporting at any point in the hope of work and who may be assigned to some other unit must pay his own carfare.

(i) In emergencies, carfare will be allowed at first-class offices where equipment is normally provided for by the Department, or when requested by postmasters to be used in lieu of an allowance for messengers' equipment at an hourly rate, where the use of public transportation facilities is practicable and more economical. Where the use of public transportation facilities is contemplated for special delivery service, request for authorization of a regular allowance for the purpose must be transmitted to the Bureau of Post Office Operations, Division of City Delivery, setting forth the necessity therefor.

Quarterly Report of Expenditures

49. (a) As soon as possible after the close of each quarter, but not later than the date of submission of the postal account, postmasters at first-class offices having receipts of \$90,000 or more shall forward to the Bureau of Post Office Operations, Division of Budget and Administrative Services, Form 024-A, a quarterly report of expenditures for clerical and mail handler hire, and Form 024-ACD, a quarterly report of carrier and special delivery messenger auxiliary hire. When an accompanying letter is necessary it should be attached to the back of the form to which it relates.

(b) Obligations in the custodial and vehicle services shall be reported in accordance with instructions issued by the Bureau of Facilities, Division of Budget and Administrative Services.

Unauthorized Expenditures

50. Great care must be exercised not to make any expenditure in excess of the allowances authorized, without obtaining specific authority in advance, because credit for such unauthorized expenditure may not be allowed. In cases of actual emergency, allowances should be requested by telegram. An emergency is an unforeseen condition calling for immediate action.

Allowances for Telephone and Telegraph Service

51. On occasion, it is necessary that postmasters make official long-distance telephone calls, send official telegrams and pay for excess telephone calls (local message units over a fixed number of free calls). The following procedure should be observed by postmasters in obtaining allowances to cover the cost of these calls over and above the annual telephone rental allowance authorized, and in claiming credit therefor in their postal accounts.

The monthly bills should be examined and the items properly marked on the statements covering official toll calls as distinguished from personal calls. Upon receipt, all such bills should be paid from available postal funds, if justified and correct. However, only official calls should be paid from postal funds.

Where teletypewriter service is available, either through the facilities of the Inspection Service or the General Services Administration, to other cities connected by these systems, such services should be utilized where commercial telegraphic service would normally be used. The facilities of the Inspection Service should be used in preference to those of the General Services Administration between cities where both are available. (See art. 62 of this chapter concerning use of telegraphic service.)

Postmasters and employees are cautioned against the use of Government telephones excessively for personal calls. The telephones furnished by the Department are for the convenience of the public in making inquiries relative to postal information, and if used excessively by postal employees service to the public will suffer. Both incoming and outgoing calls must be taken into consideration. Where personal toll calls are made in cases of emergency, it will be necessary for postmasters to transmit to the Bureau of Facilities, Division of Budget and Administrative Services, a receipt on Form 1034 showing the disbursement of the Federal tax on personal calls. This tax should be collected on each personal toll call and forwarded by the postmaster to the proper office of the Bureau of Internal Revenue accompanied by Internal Revenue Form 727.

Tax on official telephone service or toll calls is not required; therefore, the bills rendered for official telephone service and sent with the quarterly postal accounts to the regional accounting office should be carefully verified to make sure that the amount for which credit is claimed does not include any payment on account of a tax.

Two months in advance of the beginning of each quarter, not later than February 1, May 1, August 1, and November 1 of each year, postmasters shall submit to the Bureau

of Facilities, Division of Budget and Administrative Services, an estimate on Form B-21 of the quarterly requirements for excess calls, toll calls, telegrams, excess TWX services, telautographs, and special delivery stamps.

Credit for official telephone bills, toll and excess calls, and telegrams should be claimed in A/C 262. Personal calls, less tax, should be accounted for in item 635 in the summary of trust funds on the reverse side of the account.

Allowances for Equipment and Miscellaneous Services

52. *Leased and rented quarters.*—Authorization for expenditures shall specify the allowance for each item and the period covered. Allowances may be made at an annual rate. Credit will be allowed only for expenditures authorized and for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account.

Applications for allowances for labor incident to cleaning post office and station quarters, and for laundering towels and other service items, shall be addressed to the Bureau of Facilities, Division of Buildings Management.

No allowance will be made to any postmaster for expenses incurred in paying authorized expenditures by money order, check, or otherwise, or in depositing or collecting moneys due the Post Office Department.

Where under the terms of a lease for post office quarters the lessor is required to provide equipment or to make repairs to buildings, fixtures, or equipment, the postmaster shall submit to the Bureau of Facilities, Division of Post Office Quarters, all requests for such equipment or repairs and shall not make demands direct upon the lessor.

All correspondence relative to the leasing and renting of premises for post offices or other postal purposes shall be addressed to the Bureau of Facilities, Division of Post Office Quarters.

53. *Government-owned buildings.*—For allowances necessary and incident to the operation of Government-owned post office buildings postmasters shall be guided by the instructions contained in (Form BOM 38) "Instructions and Suggestions for Postmasters in the Operation of Public Buildings Under the Administration of the Post Office Department" and the subsequent instructions which may be issued by the Bureau of Facilities, Division of Buildings Management.

Rent, Light, Power, Water, and Fuel

54. Applications for allowances for rent at offices of the first, second, and third classes shall be addressed to the Bureau of Facilities, Division of Post Office Quarters.

Applications for allowances for electricity, water, and fuel at these offices shall be submitted to the Bureau of Facilities, Division of Buildings Management. The amount needed for each item shall be specified.

Expenditures for rent, electricity, water, and fuel shall not be made unless authorized, and the amount allowed for each item shall not be exceeded. Credit will be allowed only for the amount actually disbursed, and vouchers therefor shall accompany the quarterly postal account.

Postmasters at offices where an allowance is made for rent shall not rent any part of any room or store in which the post office is located until a report has been made to the Bureau of Facilities, Division of Post Office Quarters, and authority received for such occupancy. The report shall give a description of the room or store and the class of business carried on by the proposed occupant; what separation there will be between the post office and the other part of the room; and all other necessary information.

Allowances for Fourth-Class Offices

55. Separating mails.—Post offices of the fourth class located at the intersection of mail routes may be given an allowance for separating mails, upon the application of the postmaster to the Bureau of Post Office Operations, Division of Budget and Administrative Services, stating the amount of mail handled for other offices and the reasons why help is necessary in order to attend properly to such distribution. Such allowances shall be based upon the average amount of ordinary mail in transit daily, and the average number of registry pieces in transit monthly, one registry transit being regarded as equivalent to 30 pieces of ordinary mail.

Allowances for separating mails are made substantially in accordance with the following scale. In no case shall the allowance exceed the maximum amount fixed under the scale, but it shall be graded according to the condition of the appropriation allotment for separating mails.

<i>Number of pieces</i>	<i>Allowance per annum</i>
34 to 66	\$42
67 to 100	56
101 to 133	70
134 to 166	84
167 to 200	98
201 to 233	112
234 to 266	126
267 to 300	140
301 to 333	154
334 to 366	168
367 to 400	182
401 to 433	196
434 to 466	210
467 to 500	224

<i>Number of pieces</i>	<i>Allowance per annum</i>
501 to 533	238
534 to 566	252
567 to 600	266
601 to 650	280
651 to 700	294

56. Unusual conditions.—Applications for allowances on account of unusual conditions at fourth-class post offices shall be made to the Bureau of Post Office Operations, Division of Budget and Administrative Services. Allowances may be granted when it is shown that the salary of the office is not sufficient compensation for the work performed, and where, by reason of the unusual conditions, clerical assistance is employed that would not be necessary under usual conditions.

57. Annual and sick leave.—Payment to the person who renders service at a fourth-class office during the authorized absence of the postmaster should be computed on the basis of the period of such service at the rate of the postmaster's basic salary including longevity and in accordance with the current salary table.

The person rendering service should withdraw or be paid the amount earned at the close of each pay period or for shorter periods, upon termination of the postmaster's absence.

No advanced allowance is necessary and no advanced authorization, other than the leave, need be requested.

58. Use of allowances for separating mails and unusual conditions.—When the postmaster at a fourth-class office is granted an allowance for clerical assistance, he may employ any responsible and trustworthy person who is competent and can take the oath of office. No report of the person employed need be made to the Post Office Department.

59. Rent, light, fuel, etc.—Postmasters at offices of the fourth class are paid an allowance for rent, fuel, light, and equipment an amount equal to 15 percent of their annual basic salary.

CONTRACTS FOR MISCELLANEOUS SERVICES

60. (a) Proposals must be secured on a competitive basis and contracts entered into through the acceptance of the lowest responsible bid for all such services, except as hereinafter provided, for each fiscal year or portion thereof during which required, and for which appropriations have been made, otherwise expenditures made for such services will not be approved.

Where an allowance has not been granted and postmasters find it necessary to make local purchases of supplies costing \$10 or

less, or to make payments of \$10 or less for services such as sharpening lawn mowers, repairing wheelbarrows, typewriters, or other equipment, request should be made of the appropriate division of the Bureau of Facilities in advance for authority to make purchases or payments through the use of Standard Form 44, which is designed to eliminate competitive proposals for such items of \$10 or less. (The term "services" does not include personal services, or contractual obligations such as electricity, fuel, gas, water, sewer service, ice, removal of ashes and rubbish, laundering towels, washing windows, or removing snow and ice.)

(b) Competitive proposals must be solicited from all concerns or individuals being in a position to furnish the type of service desired. Standard Form 33 (Invitation, Bid, and Acceptance—Short Form Contract), except as otherwise provided herein, must be used for this purpose. The invitation for the bids should provide that sealed bids will be received in quadruplicate until a specified hour on a definite date. Under the heading "Articles or Services" the type of service should be specified, together with the quantity and the unit in the appropriate column. The invitation must be posted on the bulletin board and mailed or delivered to prospective bidders. Postmasters shall see to it that the invitation is appropriately and fully prepared. Any advertising must be without expense to the Department. The invitation must be posted on the bulletin board for not less than 3 nor more than 10 calendar days.

(c) At the hour and the date specified in the invitation for the opening of bids, all bids received shall be publicly opened by the postmaster or a designated employee of the office, and after all bids have been so opened they shall be reviewed for completeness and correctness. Care must be exercised to see that the unit price is stated and that the total amount includes the total price and not merely the unit price. Under no circumstances should bids be altered after they have been opened, except insofar as the signature and name of the bidder. The name of the bidder or concern should be typed or printed on the line headed "Bidder." All contracts with the United States are in the name of the principal (an agent may submit bids and sign contracts on behalf of the principal upon filing with the bid and contract a properly executed power of attorney from the principal). All bids must be properly executed by a proper official of the company and his title must be stated.

(d) The postmaster shall then prepare Form 4525 (Abstract of Bidders and Bids) in triplicate, indicating thereon the service

to be performed, name of office, date notice was posted on the bulletin board or otherwise advertised, the hour and date until which proposals would be received, and office postmark. Itemize all bidders under the heading "Bids invited from" and enter under "Description" detailed list of the services to be performed. Complete the "Prices quoted and time discounts" under the corresponding number pertaining to the bidder listed under "Bids invited from."

(e) The postmaster will complete the "Acceptance by the Government" at the bottom of Standard Form 33 of the lowest responsible bid. Reasons for acceptance shall be inserted thereon also. If other than the lowest bid is recommended for acceptance a statement in detail should be submitted to indicate why this is necessary. In the event of tie bids being received the acceptable bid should be decided by the postmaster by lot.

(f) Upon completion of the acceptance and Form 4525 all of the bids must be submitted to the bureau of the Department having jurisdiction over the matter to be purchased, with a statement as to the amount of the allowance necessary to cover the service for the fiscal year or period involved based upon the bid recommended for acceptance. All proposals submitted on an annual basis should be forwarded prior to the beginning of the fiscal year.

(g) Standard Form 1036, showing the method of or absence of advertising and bidder to which contracts were awarded, must be furnished with each contract, except public utility contracts. The form must be executed and signed by the contracting officer who signs the agreement to which it is attached, unless the award is subject to approval by an officer other than the contracting officer. In that event, the execution and signature will be made by the officer approving the award. In the absence of a written agreement in any form, when making purchases or securing services under proper authority, including emergency expenditures, execution of the section on the reverse side of Form 1526-P or Standard Form 1034 entitled "Method of or Absence of Advertising" will be sufficient and the execution of Standard Form 1036 will not be necessary.

(h) When necessary and where it has been definitely established that competition does not exist, contracts may be consummated on a continuing basis. This includes such public utility services as electricity, gas, water, sewerage, and steam. When these services are applicable to Government-owned post office buildings Standard Form 33, Invitation, Bid and Acceptance (Short Form Contract), must not be used. Should

competition develop at any time subsequent to the making of a continuing contract, the Bureau of Facilities, Division of Buildings Management, must be notified immediately in order that the contract may be cancelled and new competitive bids obtained on a noncontinuing basis. Where contracts are required at Government-owned post office buildings for the removal of ashes and rubbish, laundering towels, and the purchase of ice, such service and purchase contracts are to be on an annual basis on overprinted Standard Forms 33 which are forwarded annually to postmasters on or about January 1 of each year, together with such other forms as may be required for obtaining competitive bids for public utility services where such services are secured on an annual basis. In view of the fact that there is always a possibility of competition postmasters are cautioned against the securing of proposals on a continuing basis for removal of ashes and rubbish, laundering towels and purchase of ice.

(i) As the rates on public utility services are revised from time to time, postmasters at Government-owned post office buildings should keep in close contact with such developments. When a change in rates occurs, postmasters must communicate immediately with the Division of Buildings Management, forwarding four copies of the new public printed rates and stating the date the new rates become effective, in order that the contract may be amended. If the name of a company furnishing a public utility service on a continuing basis is changed, the Division of Buildings Management must be notified immediately so that steps may be taken to cancel the existing contract and execute a contract in the name of the new company.

(j) With respect to utility services at leased or rented quarters in those instances where the lease or rental agreement does not include these services, postmasters will be guided by instructions from the Bureau of Facilities, Division of Buildings Management.

(k) After their receipt in the Department the bids will be reviewed, and if they are in accordance with the authorization, existing law, and Comptroller General's Decisions, and there is need therefor, the necessary allowance will be authorized and sufficient copies of Forms 33 and 4525 returned to permit the postmaster to furnish the successful bidder with a copy of Form 33. The postmaster must also send the successful bidder a letter notifying him of the acceptance of the proposal. The original Forms 33 and 4525 must be forwarded to the regional accounting office, with the next quarterly account, and the remaining copy of each form will be for the postmaster's files.

(l) Postmasters will be held strictly responsible for compliance with these instructions. Failure to comply will cause delays and possible disallowances by the regional accounting office.

OFFICIAL COMMUNICATIONS

61. All communications from the Post Office Department and regional accounting offices and official inquiries and tracers from postmasters or post office inspectors shall be answered promptly. All letters of inquiry, applications, or complaints which have been addressed to the Department and referred to a postmaster for explanation or information shall, as far as possible, be regarded as confidential and returned with the report or answer respecting the same.

Telegrams

62. Official telegrams shall be as brief as possible. They shall be sent only in case of great emergency when the matter at hand cannot be handled by letter in sufficient time. When sent late in the day they shall be endorsed "Night message." A postmaster shall be addressed simply by his title; for example, "Postmaster, Buffalo, N. Y." Postmasters shall sign with their surnames, followed by the word "Postmaster." Department officials shall not be addressed by name, but simply by their titles; for example, "Chief Post Office Inspector, Post Office Department."

Telegrams to the Department, to third- and fourth-class offices, and to other branches of the postal service from first- and second-class offices relating to the service shall in all cases be sent prepaid. Telegrams to the Department, to first- and second-class offices, and to other branches of the postal service from third- and fourth-class offices shall be sent collect. Personal telegrams shall be prepaid. (See art. 51 of this chapter as to use of teletypewriter service.)

Telegraph companies must be required to return to the postmaster the originals of all prepaid messages with properly certified bills. The bills and the originals of prepaid messages and carbon or tissue copies of received-collect messages shall be attached to the voucher (Form 1526-P or Form 1034 at Treasury check paying offices) and submitted to the regional accounting office with the quarterly account.

Upon receipt by the postmaster of a voucher, Form 1034, from a general superintendent, Postal Transportation Service, certifying that a Postal Transportation Service employee is entitled to reimbursement for an emergency toll call or an emergency telegram, the postmaster shall make payment to the employee involved. Payment for improper or unnecessary telegrams will not be approved.

CORRESPONDENCE WITH THE DEPARTMENT

63. In all correspondence with the Post Office Department the name of the post office and State shall be plainly written or printed at the head of each communication, and the letter or endorsement dated and signed. Each letter shall be confined to one subject. Communications should be addressed to the head of the Bureau or office having jurisdiction over the function or matter which is the subject of the correspondence, as follows:

Administrative Assistant to the Postmaster General

64. Relative to administrative and management planning activities; the research and development program; the suggestion system and the Central Suggestions Committee; and inventions and patents by employees for improvements in the postal service.

Chief Clerk and Director of Personnel

65. Relative to the Official Postal Guide and supplements; Postal Laws and Regulations, other than construction, application, and enforcement; Postal Bulletin; Post Office Manual; special forms; appointments in the Post Office Department; advertising; general information, and miscellaneous correspondence.

Solicitor

66. Relative to legislation; claims for credit for stamps, stamp stock, and Government funds lost by fire, burglary, and other unavoidable casualty, or lost in transit, or funds lost by bank failure, and claims for damage to persons or property by or through the operation of the Postal Service; questions arising under the Administrative Procedure Act; amendments to postal laws and regulations; construction of postal laws and regulations, and legal opinions as to their application and enforcement; fraud orders and their proper execution; applications for pardon by postal offenders; legal examination of bonds pledged to secure postal savings deposits; cases involving compromise and remission of fines, penalties, or forfeitures; rulings as to the delivery of mail the ownership of which is in dispute; as to the mailability of firearms; matter of alleged indecent, obscene, scurrilous, disloyal, and defamatory character; matter relating to lotteries, endless-chain enterprises.

Bureau of Post Office Operations

67. *Division of Budget and Administrative Services.*—Relative to the development of budget programs, preparation of all budget estimates, determination and maintenance of accounting procedures necessary to control disbursements and reflect status of funds

for the Bureau and field appropriation allotments under the jurisdiction of the Bureau of Post Office Operations; planning and research assignments involving departmental and field policies, practices, and activities under the Bureau's jurisdiction; annual adjustment of salaries of postmasters on the basis of gross receipts at post offices; travel by post office personnel and travel expenses, as well as allowances for the separating of mails and unusual conditions at fourth-class offices; telephone requirements; health programs at post offices; forms used in post offices and in the Bureau in connection with the administration of its control; record of progress and cost of legislative proposals.

68. *Division of Clerical Service.*—Relative to the organization and management and maintenance, and hours of service at post offices of the first, second and third class; the establishment, organization and management, maintenance and hours of service, change of name and discontinuance of classified and contract stations and branches; the authorization of Army mail clerks and assistant Army mail clerks, and the supervision of the performance of their official duties; supervision of the Navy Mail Service; the authorization of assistant postmasters, supervisors, clerks, watchmen, messengers, mail handlers, printers, mechanics and skilled laborers, telephone operators, and elevator conductors in post offices, paid from the appropriation allotments of the Bureau of Post Office Operations, and the fixing of quotas of such employees in all post offices, stations, and branches; the authorization and granting of all allowances for assistant postmasters, supervisors and clerk hire at post offices of the first, second and third class; the supervision of the treatment of all undeliverable and unmailable mail matter sent to dead letter and dead parcel post branches for disposition; the enforcement of the prompt sending and examination of such matter according to the regulations; the correcting of errors of postmasters connected with the nondelivery of mail matter sent to dead letter and dead parcel post branches; the examination and forwarding or return of all such matter which has failed of delivery; the inspection and return to country of origin of undeliverable foreign matter; the recording and restoration of letters and parcels which contain valuable enclosures; care and disposition of money, negotiable papers and other valuable articles found in undeliverable matter; and correspondence, both foreign and domestic, relating to these subjects; the authorization of official sealing and postmarking machines, and the authorization of postmarking dies in post offices, not including the cancellation marks.

69. *Division of City Delivery.*—Relative to the establishment, location, organization and management, maintenance, hours of

service, and conduct of city, village, special and parcel-post delivery service, including collection service; mounted and foot delivery and collection; bicycle and automotive service; the authorization of city delivery supervisors, city delivery and village carriers, parcel post and collection carriers and special delivery messengers, and the fixing of quotas of such employees in all post offices; the authorization and granting of all allowances for city delivery, village delivery, special delivery hire and carfare allowances, and all other matters pertaining to delivery and collection service, except rural delivery service.

70. Division of Post Office Personnel.—Relative to the appointment, promotion, transfer, change in grade and status, disciplining, removal, and salaries of assistant postmasters, supervisors, clerks, watchmen, messengers and mail handlers, printers, mechanics and skilled laborers, clerks in third-class offices, city delivery, village and special delivery carriers and messengers; also telephone operators paid from the appropriation allotments of the Bureau of Post Office Operations; the maintenance of all records pertaining thereto and the enforcement and interpretation of all Post Office Department and civil service rules and regulations and Comptroller General decisions concerning their salary and employment, including the maintenance of quotas as fixed by the service directors.

71. Division of Postmasters.—Relative to the establishment, change of name and discontinuance of post offices; complaints against postmasters or acting postmasters regarding their personal conduct or service; appointment, disciplining and separation of postmasters or acting postmasters; information regarding commissions of postmasters and bonds of postmasters and acting postmasters including penalty of such bonds; promotion to the position of postmaster and promotion of postmasters due to longevity of service; questions concerning inspection ratings of post offices and efficiency rating of postmasters; report of death of postmaster or abandonment of office; resignation of postmasters or application for retirement; permission to engage in other activities; and at offices of the fourth class, permission to change site of office, questions relating to location or adequacy of quarters, hours of business and all service questions.

72. Division of Rural Service.—Relative to all matters pertaining to the rural delivery service; the establishment, extension, consolidation and discontinuance of rural routes; the appointment, transfer, reinstatement, assignment, disciplining and removal of rural carriers; the maintenance and conduct of the service and the maintenance of all necessary records concerning the rural carriers and the correct mileage of all rural routes; the interpretation and enforcement

of the Postal Laws and Regulations and civil service rules and regulations and Comptroller General decisions pertaining to the employment and salaries and allowances for the conduct of the rural delivery service.

Bureau of Transportation

73. Division of Budget and Administrative Services.—Preparation and justification of the Bureau budget and control of obligations, including estimates of appropriations for the conduct of the Postal Transportation System; preparation of data for the control of expenditures in the Postal Transportation System; preparation of reports of the Bureau's views with respect to pending legislation, and drafting of proposed legislation; preparation of material and changes in official Department publications.

74. Division of International Service.—Management of all matters pertaining to the negotiation, conclusion and interpretation of postal (except money order) conventions and agreements with foreign countries; matters involving the arrangement and management of the details connected with the exchange of mails with foreign countries by surface and air, including the classification, rates, conditions of admissibility, rates of transportation and other conditions applicable thereto, and including the ocean transportation of mails from the United States; issuing of instructions to postmasters in regard to the international postal service (except those issued by the Air Service); the compilation and editing of Part II of the Official Postal Guide; management of the international registry, insured and c. o. d. services (except matters assigned to the Bureau of Finance, and matters assigned to the Chief Post Office Inspector) and the adjustment of indemnity claims and claims for refund of postage in connection with international mail; the recall and change of address of international mail; preparation of general correspondence with foreign postal administrations, the postal service and general public relating to the international postal service (except that assigned to the Bureau of Finance and the Chief Post Office Inspector) and related matters pertaining to the foregoing; all matters relating to customs treatment of the mails and the making of Joint Regulations with the Treasury Department in connection therewith; supervision of the Sea Post Service.

75. Division of Transportation Accounts.—Audit and certification of all authorizations and claims for the transportation of the mail; examination of evidence of the performance of transportation service, and passing upon the application of the requirements and rates fixed by the Interstate Commerce Commission and the Civil Aeronautics Board; preparation of statements of accounts of the various carriers for pay-

ment; maintenance of bookkeeping records which form the basis of audit of all claims for payment for transportation of the mails and related miscellaneous expenses; audit and certification for payment of other expenses of the Bureau; surveys and recommendations pertaining to the systems and procedures used by the Bureau; employee's publication.

76. Division of Railway Transportation.—All matters pertaining to the transportation of mail by railroads and electric cars; the distribution, routing and dispatch of domestic surface mails; inquiries into damage and delays to surface mails; the appointment of postal transportation clerks, and the general supervision of the personnel of the Postal Transportation Service; design and inspection of railway post offices and highway post offices.

77. Division of Air Service.—The authorization and management of the transportation of mails by aircraft, including the issuance of orders authorizing, changing and suspending service; the selection and control of schedules; the preparation and issuance of instructions to postmasters and field officers concerning the distribution and dispatch of the domestic air mails as well as the distribution and dispatch of foreign air mails in accordance with policies of the International Service, and the operation and conduct of the Air Service; the publication and distribution of official schemes, schedules, and pouching instructions for use in the distribution, routing, and dispatch of air mails; the supervision of the distribution, routing and dispatch of domestic air mails by personnel assigned to air mail fields. The preparation and issuance of instructions governing the handling of air mail cachets and first flight covers in the domestic service; the determination of needs for new and additional quarters at airports for the distribution and handling of air mail; the preparation of plans and specifications for quarters at airports; publicity and promotion of air mail.

78. Division of Highway and Contract Transportation.—Operation of the star route, mail messenger and highway post office services; authorization and management of mail transportation by steamboats and powerboats on inland routes, steamship and steamboat routes between the United States and its possessions and territories, and railroad personnel between post offices and railroad stations; the awarding and termination of contracts for the performance of the various contract surface transportation services; issuance of regulations pertaining to the preparation for mailing and admission of matter to the mails which from its form or character would be liable to injure the mails or the person of postal employees; the designation of mail bag depositories and the distribution to the postal service of mail

pouches and sacks and mail-pouch locks; control of supplies and equipment in the Postal Transportation Service.

Bureau of Finance

79. Division of Budget and Administrative Services.—Relative to preparation of budget estimates to provide adequate funds for functions assigned to Bureau of Finance; relative to administrative services, new systems and procedures, miscellaneous matters involving varied functions of the Bureau; relative to methods designed to improve the parcel post service; determination and maintenance of accounting procedure necessary to control disbursements and reflect status of budget allotments and services under jurisdiction of the Bureau; preparation of reports on budget and fiscal matters of Bureau as required by Bureau of Budget and committees of Congress.

80. Division of Postal Finance.—Relative to checks for payment of obligations of the Postal Service which are not paid by postmasters, the handling, protection and remittance of postal funds; failure to properly cancel postage stamps; overages and shortages and fixing of responsibility for losses of postal funds; deposits and checking accounts in banks; the rental and use of post-office boxes, and handling of key deposits.

81. Division of Money Orders.—Relative to money-order business.

82. Division of Letter and Miscellaneous Mail.—Relative to classification of mail, other than that of the second class, rates of postage, limits of weight and size, and addressing, forwarding and return of such mail; metered, nonmetered and other permit mailings; penalty, franking and other domestic free mailing privileges; acceptance of mail for armed forces; acceptance of meat and meat-food products, nursery stock and other plant material, and game and furs under laws pertaining to their shipment; and special dies for printing advertising slogans in connection with postmarking of mail.

83. Division of Newspaper and Periodical Mail.—Relative to entry of newspapers and other periodical publications as second-class matter, rates of postage thereon, collection of and accounting for such postage, postmasters' quarterly statements of second-class postage collected and receipts therefor; statements of ownership, management, and circulation; controlled circulation publications; publications for use by the blind; mailing privileges of news agents; and related subjects pertaining to second-class matter.

84. Division of Stamps and Philately.—Relative to postage stamps and other stamped paper; also war savings and thrift stamps, Series of 1918–21; documentary internal revenue stamps; migratory-bird hunting stamps; philatelic matters; and requisi-

tions for U. S. savings stamps of current issue.

85. Division of Postal Savings Banking and Investments.—Relative to establishment of postal savings depositaries and designation of offices for sale of U. S. savings bonds and U. S. savings stamps; postal savings, savings bond and U. S. savings stamp business, including requisitions for postal savings certificates and U. S. savings bonds, but not for U. S. savings stamps.

86. Division of Registered, Insured, and C. O. D. Mail.—Relative to domestic registered, insured, and c. o. d. mail and services; and sender's receipt for ordinary mail of any class.

Bureau of Facilities

87. Division of Budget and Administrative Services.—Relative to preparation of budget estimates and development of budget programs; determination and maintenance of accounting procedures necessary to control disbursements and reflect status of funds within the bureau and field appropriation allotments under the jurisdiction of the Bureau of Facilities; planning and research involving departmental and field policies, practices, and activities under the bureau's jurisdiction; preparation of reports of the bureau's views with respect to pending legislation, and drafting of proposed legislation; preparation of material and changes in official Department publications; handling of administrative services and miscellaneous matters involving varied functions of the bureau; administration of and allowances for communication services for postal field service; map sales; preparation of reports on budget and fiscal matters of the Bureau of Facilities as required by the Bureau of the Budget and committees of Congress; selection of bureau personnel, and administrative services in connection with allocation, promotion, and performance ratings of bureau personnel.

88. Division of Engineering.—Relative to planning and design of new Federal buildings housing postal activities; determination of space and mechanical facilities for postal operational requirements; collaboration in site selection; planning of postal quarters in leased buildings; planning of conveyor and other mechanical mail-handling facilities; general engineering relating to buildings, equipment, devices, and materials used in the postal service; engineering and technical assistance to other bureaus and offices in the planning and design of facilities to obtain maximum efficiency in postal operations; and analysis of technical reports and specifications.

89. Division of Post Office Quarters.—Relative to selection, equipment, and leasing of quarters for post offices of the first, second, and third classes, and stations and branches (except those located in Federal buildings);

leasing and equipment of post office garages and other space used for postal purposes; fixing of allowances for rent at Presidential post offices and stations thereof.

90. Division of Vehicle Service.—Relative to authorization, operation, and maintenance of the Government-owned vehicle service, including the appointment and discipline of the personnel employed in connection therewith; requisitions for materials, supplies, and garage equipment, and correspondence pertaining thereto; monthly and quarterly reports and correspondence pertaining to the maintenance and operation of the vehicle service, preparation of advertisements inviting proposals for the transportation of the mails in cities by means of regulation panel body trucks, and drafting of orders awarding such service, including the preparation of contracts therefor; fixing of allowances for the hire of vehicles used in the delivery and collection service; fixing of allowances for vehicle hire for special delivery service at first-class post offices; examination of reports and preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors.

91. Division of Cartography.—Relative to preparation, revision, printing, and distribution of post route State maps, rural delivery county maps, and rural delivery "local" maps.

92. Division of Equipment and Supplies.—Relative to orders for blanks, blankbooks, zone keys, twine, facing slips, canceling ink, ink pads, and other items of stationery, arms and ammunition, supplies for the Postal Savings System, except postal savings certificates, blank international money order forms, medical supplies and orders for and repair of adding machines, canceling machines, duplicating machines, numbering machines, typewriters, scales, printing presses, steel and rubber stamps, motors, trucks, canvas baskets, conveyors, lock boxes, and furniture and mail handling equipment, letter boxes, posts (including painting and erecting), satchels, straps, rural carrier separating cases, and miscellaneous mechanical appliances used in the Postal Service; also supplies for Government-owned motor trucks, including local and emergency purchases.

93. Division of Buildings Management.—Relative to administration and operation of Government-owned post office buildings and leased or rented quarters for post offices, garages, and other space for postal purposes: Appointment, promotion, and discipline of custodial personnel contracting for electric, gas, and other operating services, removing ashes and rubbish, laundering towels; purchase and distribution of cleaning and operating supplies and equipment, including fuel, oils and grease, electric and gas lamps; assignment of space, keys

for entrance and interior doors, display of posters in lobbies, erection of signs on grounds, stands in lobbies, and the granting of privileges, and distribution of floor coverings, window shades, awnings, and repairs thereto.

94. Mail Equipment Shops.—Relative to manufacture of mail sacks, pouches, locks and keys, including their repair, distribution of letter-box locks, mail keys, and key chains.

95. Division of Traffic.—Relative to freight, drayage, crating, routing, and billing shipments of equipment, material and supplies for the Department and Postal Service and for expenses incurred in the transfer of household goods and effects of certain postal employees.

Chief Post Office Inspector

96. Relative to loss, rifling, theft, wrong delivery, tampering with, delay, and interception of mail, including foreign mail; handling of mail for the armed forces; mailing of intoxicants, poisons, firearms, explosives, etc.; mailing of obscene and scurrilous matter; lotteries and schemes to defraud; violation of the private express statutes; claims for rewards; complaints of the mailing of letters of extortion; and other complaints alleging criminal offenses against the Postal Service. In complaints of tampering, rifling, delay, or wrong delivery of mail, the envelope or wrapper should be furnished if available.

Bureau of Accounts

97. Division of Accounts.—Relative to preparation, rendition and administrative audit of all accounts of postmasters; administrative audit of the accounts of foreign administrations; the maintenance and revision of prescribed fiscal records and controls for direct, district and central accounting post offices; maintenance and control accounts reflecting daily transactions and financial accountability of the Philatelic Agent and Director of Postal Finances and the administrative examination of accounts rendered by such officers; general supervision of the Retirement Act as applicable to postal employees; the receipt, analysis and consolidation of financial and statistical reports covering postal receipts and disbursements; the maintenance of control accounts of obligations and expenditures for the entire Department by appropriation and by allotments, apportionments and limitations within each appropriation; the compilation of financial, statistical and operating statements for the entire Postal Service; the maintenance of records reflecting the quantity of penalty matter procured by each Department or agency; compiling gross postal receipts for each calendar year at each post office.

98. Division of Cost Ascertainment.—Relative to the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special postal and nonpostal services; the development of data of volumes of postal business by classes of mail and services, and weights and average hauls of the several classes of mail; the conduct of special detailed studies of revenues, volumes, rates and fees, and costs by classes of mail and services; the supervision of cost accounting and control systems and the computation of costs per unit of service; the supervision of the quarterly counts of penalty, franked and other matter mailed free of postage.

OFFICIAL TRAVEL BY EMPLOYEES

Travel by Postmasters and Other Employees Paid From Appropriation Allotments Under Control of the Bureau of Post Office Operations

99. All travel by postmasters and other employees shall be authorized in writing by the Postmaster General. Except in emergencies the authority must be obtained in advance and prior to the incurrence of any expense incident to the travel. Request for authority to travel on official business must specify the travel to be performed as definitely as circumstances will permit, and the official reasons therefor.

Emergency travel performed without prior authority must be satisfactorily explained and the facts constituting the necessity therefor clearly stated; otherwise it cannot be approved. It must be clearly shown that the circumstances making the travel necessary did not permit securing the required authority in advance.

Court Travel

100. Where travel was performed in response to a subpoena to appear in Federal Court, a statement must be submitted showing the exact nature of the case in order to connect it with a postal activity. A copy of the subpoena or a Certificate of Attendance must also be attached. When an employee is summoned as a witness for the Government, for an agency other than the Post Office Department, his necessary expenses incident to travel, under such regulations as may be prescribed by the Attorney General, shall, when sworn to, be paid by the United States marshal upon certificate of the United States attorney, assistant United States attorney, or United States commissioner, but no other mileage or compensation in addition to his salary shall in any case be allowed by the Post Office Department.

Travel Expenses Which Will Be Reimbursed

101. Travel expenses which will be reimbursed are confined to those expenses essential to transacting the official business involved and are limited to those prescribed and authorized by the Standardized Government Travel Regulations, as amended, approved October 1, 1950. Each employee performing official travel will be allowed the actual expense of transportation by common carrier (bus, train, or airplane), or mileage, at a rate not to exceed 7 cents per mile, shall be paid, regardless of subsistence status and hours of travel, in lieu of actual expense of transportation, for use of privately owned motorcycles, automobiles, or airplanes on official business whenever such mode of transportation is authorized, or subsequently approved, as more advantageous to the Government. In addition to the mileage allowance, there may be allowed reimbursement for the cost of ferry fares and bridge, road, and tunnel tolls. Where travel is performed by common carrier, each traveler is allowed one standard lower berth when night travel is involved except that the lowest first-class accommodation available may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, the accommodation, if superior to a standard lower berth, was the lowest first-class available. In addition to the transportation expense, each traveler on official business will be allowed per diem at a rate not to exceed \$9 in lieu of subsistence.

NOTE.—Federal and State taxes are considered essential expenditures and are allowable when lawfully incurred in connection with official travel.

Use of Privately Owned Conveyances

102. The use of privately owned conveyances for personal convenience cannot be authorized. Where the advantage to result from the use of a privately owned conveyance, such as in the case of attending court in response to a subpoena, cannot be determined sufficiently in advance to permit securing the prior authority required by law, a statement must be attached to the travel voucher showing the necessity for the use of the conveyance in order to report at court at the time ordered in subpoena or that such use was otherwise more advantageous to the United States. Upon receipt of the completed official travel voucher in proper form, the Bureau of the Department having jurisdiction over the payroll from which the employee is paid will cause to be issued an official travel order authorizing the travel expenses and per diem. Where the use of such conveyance is necessary in order to report at court at the time ordered in the subpoena, or where such use otherwise will be more advantageous to the United States,

such travelers are authorized to use a privately owned conveyance and to receive compensation therefor. Mileage shall be payable only to one of two or more employees traveling together on the same trip and in the same vehicle.

Accounts Covering Travel

103. Accounts covering travel must be rendered on Standard Form No. 1012 (revised) to the Department for administrative review and settlement. Accounts covering official travel must not be paid by postmasters. Such accounts are payable after administrative review in the Department.

Preparation of Official Travel Accounts

104. Attention is directed to the instructions on Form 1012 when preparing the account. Corrections or erasures of totals on the voucher must be initialed by the claimant. The procedure outlined below, beginning on the reverse side of the form, should be followed:

(a) Under "Schedule of Expenses and Itinerary of Traveler" show date and hour of departure from official headquarters. The time of arrival and departure will be considered as the hour at which the conveyance used actually leaves or arrives at its regular terminal. Show destination, date of arrival, period at destination and date and hour of return to official headquarters.

(b) Under "Character of Expenditures" show the travel details in the order in which events actually occurred. Show hour and date of departure and arrival in every case. This is necessary in order to compute the per diem. In computing the per diem for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel period, one-fourth of the prescribed per diem rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. Example: If the per diem is at the rate of \$9, \$2.25 will be allowed for each 6 hours or fraction thereof. For continuous travel of less than 24 hours, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each 6-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed: *Provided*, That no per diem will be allowed when the departure is 8 a. m. or after and the return on the same day is 6 p. m. or prior thereto, or for any absence not exceeding 3 hours regardless of leaving or returning time.

(c) Under "Statement of Travel" show the mode of travel or conveyance used and give abbreviated name of railroad, bus or other public carrier used, date of travel, and

points of departure and destination. Show amount claimed or cash paid public carrier. If travel is performed by Pullman, or other special accommodations, the stubs showing the space occupied must be attached to and submitted with the voucher. Where any portion of the official travel involves the use of a special conveyance, a receipt for that portion of the journey signed by the person providing such service shall be required. If there is no public transportation available for the contemplated travel, or if any other circumstances make travel by automobile necessary, such facts must be set out. If travel is by privately owned conveyance, the speedometer readings at the beginning and end of trip should be shown. When the readings are not available, distances between points traveled shall be as shown in standard mileage guides. In every case where travel is performed by privately owned conveyance rather than by common carrier, the advantage to the Government resulting from the use of the privately owned conveyance must be shown on the voucher. Travel by such means cannot be authorized for personal convenience.

(d) On the front of the form in the space for "Department, Bureau, or Establishment," insert "Post Office Department."

(e) Give name and address of person submitting account.

(f) Show official duty station, which is the post office where the claimant is actually carried on the rolls.

(g) Show date travel commenced, date travel ended, and the number of order under which travel was performed.

(h) Per diem should be claimed in the space for subsistence under "Amount Claimed." Amount of travel expense claimed (fare charged by public conveyance or expense of privately owned conveyance) should be shown in the space for travel and the sum of these items should be entered as the total.

(i) The signature of payee must be affixed. His title should be shown and the form dated.

(j) Where a clerk or other postal employee is the claimant the postmaster must sign the form opposite the words "Recommended for Approval," as the immediate supervising official. The completed form should be carefully checked to see that it conforms to the above instructions before submission to the Department. The traveler should retain a copy, forwarding the original and one copy to the Department.

REPORT OF VIOLATION OF POSTAL LAWS

105. Postmasters and all others in the Postal Service shall report immediately to the proper inspector in charge any violation

of the postal laws. If the postmaster has reason to believe that a postal law violator can be arrested by speedy action, he shall at once report all the facts and evidence by telephone or telegram to the local inspector and by letter to the inspector in charge of the division in which his office is located. If the local inspector is not available, he shall make such report at once to the nearest United States marshal or deputy marshal or to a responsible local officer of the law.

REPORTS OF ROBBERIES AND CATASTROPHES

106. When a post office, branch or station has been broken into by burglars, damaged by fire, cyclone, flood, or otherwise; or when a loss of Government funds or property occurs, by theft or otherwise; or whenever a postmaster or other person employed in or connected with a post office has been assaulted or robbed, while on duty or in possession of mail or Government funds or property, the postmaster shall immediately make report thereof by telegraph to the post office inspector in charge of the division in which the office is located. Such telegrams shall show the nature of the occurrence, the approximate loss, and the serial numbers of blank money order forms stolen. If there was no loss the telegram should so state. If the loss included supplies, it should also state what action, if any, has been taken to obtain an emergency stock. Such telegrams shall be sent collect and endorsed "Official business."

An immediate report by letter shall also be made to the same inspector in charge, giving all known circumstances connected with the occurrence, including the nature, date, detailed inventory of the loss, denominations of the stamped paper stolen, serial numbers of money order forms stolen, amount of each class of Government funds (postal, money order, etc.) and Government property taken, and whether any clues have been found indicating the identity and whereabouts of the person or persons responsible. If the mail key has been taken, its number shall be furnished. Full particulars regarding registered mail lost or rifled shall also be given.

The postmaster will be held responsible for the loss of Government funds or property if he fails to exercise due care in the protection thereof. (See ch. XXII, arts. 3 to 10.)

See article 51 of this chapter as to manner of sending telegrams.

IRREGULARITY REPORTS

107. Postmasters shall submit reports of irregularities and special situations in the manner described below:

- Letter—*Report of wrong payment of money orders and postal savings certificates.*—To be submitted immediately when applicable to the post office inspector in charge.
- Letter or Telegram—*Report of all criminal violations of Postal Laws and Regulations: loss and damage of mail equipment and mail; loss or damage of Government-owned property; loss of, or discrepancies in funds, etc.*—To be submitted immediately when applicable to the post office inspector in charge.
- Letter—*Report of detection of unmailable matter.*—To be submitted immediately when applicable to the post office inspector in charge.
- Letter—*Report of files and papers not needed in transaction of current business and which should be disposed of.*—To be submitted when applicable to the post office inspector in charge.
- Letter—*Report as to possible location of fugitive postal law violators.*—To be submitted immediately when applicable to the post office inspector in charge.
- Letter—*Report upon return to office of absence due to travel to and from Postmasters' State and National Conventions.*—To be submitted immediately upon return to the post office inspector in charge.
- Letter—*Report of delivery of valuable articles sent to postmasters for delivery to senders.*—To be submitted to the Chief Post Office Inspector immediately after delivery.
- Letter—*Report of articles of furniture received during the fiscal year.*—To be submitted by offices located in Federal buildings not later than August 1 after close of fiscal year to the Bureau of Facilities.
- Letter—*Report of shortages, worthless checks, and persistent delays in remittances.*—To be submitted by central accounting offices immediately when applicable to the post office inspector in charge.
- Letter—*Report of finding international registered mail in ordinary mail.*—To be submitted immediately to the Bureau of Transportation, Division of International Service.
- 540 or 541—*Report of loss, or inquiry as to disposition of ordinary mail to or from foreign countries.*—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.
- 542—*Report of loss, or inquiry as to disposition of registered and insured mail to and from foreign countries except Canada.*—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.
- 565—*Application for indemnity for loss, rifling, damage, tampering, or wrong delivery of registered mail.*—To be submitted immediately when applicable to the post office inspector in charge by first- and second-class offices.
- 694—*Report of statement made by mailer of unmailable substance.*—To be submitted when requested by the post office inspector in charge.
- 1510—*Report of loss or rifling of all classes of domestic mail. Report of loss of mail of any class to and from Canada; report of rifling, damage, delay or wrong delivery of registered and ordinary mail to and from foreign countries and the Canal Zone; report of loss or rifling of insured parcels to and from foreign countries and wrong delivery of insured parcels from foreign countries; report of loss or rifling of insured mail to and from the Canal Zone.*—To be submitted immediately when applicable, upon completion of any necessary preliminary inquiries, to the post office inspector in charge. This form shall be used in lieu of Forms 540, 541, and 542 at third- and fourth-class offices.
- 3039—*Report of receipt of mail bearing uncanceled stamps.*—To be submitted the same day to the Bureau of Finance, Division of Postal Finance.
- 3826—*Irregularity report — registered mail.*—To be submitted on the fifth and twentieth of each month to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail for domestic mail and to the Bureau of Transportation, Division of International Service, for foreign mail.
- 3826-A—*Irregularity report—insured and c. o. d mail.*—To be submitted on the fifth and twentieth of each month to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.
- 3859—*Report of mailing postmaster of delay of more than 10 days in accounting for c. o. d. parcels.*—To be submitted immediately when applicable to the post office inspector in charge by first-class offices only.
- 3950—*Report of irregularities in handling special delivery mail.*—To be submitted as soon as practicable to the Bureau of Post Office Operations, Division of City Delivery.
- 3957-B or 3957-F—*Postmaster's application for leave.*—To be submitted as soon as practicable to the post office inspector in charge.
- 5258—*Report of parcels found in transit without contents.*—Original to accompany empty wrapper and copy to be submitted immediately when applicable to the post office inspector in charge.

DAMAGE TO PERSON OR PROPERTY

108. (a) Whenever Government property of any kind is lost or damaged through the carelessness, negligence, willfulness, or malice of a postal employee, the facts shall be reported by the postmaster to the proper bureau of the Post Office Department for determination as to whether such postal employee shall be held personally responsible for the value of the property so lost, damaged, or destroyed.

(b) Whenever a postal employee is held to be personally responsible for the value of any Government property lost, damaged, or destroyed by him, the postmaster shall withhold from the employee any and all salary or compensation due him until he has paid over to the postmaster the amount of money the Department may determine to be the value of the property lost, damaged, or destroyed. The postmaster shall account for such money in his quarterly postal account as miscellaneous receipts.

(c) The postmaster shall investigate and report to the bureau of the Department concerned all the facts concerning accidents of any kind involving the instrumentalities of the Post Office Department, with a recommendation as to the action which should be taken, including his opinion as to the negligence of the employee involved. Such report should be submitted in triplicate. If Government property was damaged through the fault of a private party, the postmaster shall collect the amount of such damage, if possible.

(d) Where accidents involve (1) personal injury to a private person, (2) private property damage in excess of \$1,000, (3) private property damage not less than \$250 nor more than \$1,000 when the proper measure of damage is doubtful or where the responsibility of the Government is not clearly established, or (4) private property damage exceeding \$250 (other than damage to carrier's vehicle) if a rural carrier is involved, postmaster shall make immediate report thereof to the inspector in charge of the division in which the office is located. In making reports to inspectors in charge, only one set of the papers shall be sent to that official. The remaining two sets, endorsed to show that report was made to the inspector in charge, shall be sent to the proper bureau of the Department. Reports of accidents occurring in the Postal Transportation Service shall be made by the superintendent or other officer having immediate supervision over the employees involved in the accident.

(e) Where claim is filed with the postmaster subsequently by the injured person or owner of damaged vehicle, one copy of the claim and supporting evidence or state-

ment shall be forwarded to the inspector in charge of the division in which the office is located, and the two remaining copies to the appropriate bureau of the Department.

(f) Report on all accidents in which persons have been injured or private property has been damaged, as well as reports of cases involving questions of the action to be taken against private parties to collect for damage to Government equipment or property, shall be promptly forwarded by the bureau of the department receiving such reports to the Solicitor for review.

(g) Where accidents involving injury to private person or damage to private property result in civil suit against the Government or against the Government employee involved in the accident, the facts shall be immediately reported to the Solicitor. See article 109 of this chapter concerning assignment of counsel for postal employees.

(h) The following forms shall be used in reporting accidents and processing resultant claims:

Form 91. Operator's report of motor-vehicle accident, shall be carried in each Government motor vehicle and privately owned Government-operated motor vehicle, and shall also be carried by each employee using a bicycle. The form shall be filled out by the drivers of such vehicles involved in accidents, regardless of the extent of injury or damage. When used to report bicycle accidents the word "Bicycle" should be substituted for "Motor Vehicle" in the title at the top of the form.

Form 91A. Transcript of operator's report of motor-vehicle accident, shall be used to prepare multiple copies of Form 91. The original (Form 91) filled out and signed by the driver, together with the original and three copies of Form 91A shall be submitted to the proper bureau of the Department. The information recorded on Form 91A must be identical to that which appears on Form 91.

Form 92. Supervisor's report of accident, shall be used in reporting every accident, except motor vehicle and aircraft, arising out of the operations of the Postal Service or operations of a contractor performing work under the jurisdiction of the Post Office Department which results in injury to personnel, the public, or damage to property and equipment. This form is not a substitute for any report to the Bureau of Employees' Compensation. The original of this form shall be submitted to the proper bureau of the Department, promptly at the close of each month, covering each accident which occurred during the month.

Form 93. Report of investigating officer, shall be completed by the person investigating the circumstances surrounding the accident and submitted to the proper bureau in triplicate.

Form 94. Statement of witness, is to be

filled out by the witness to the accident and submitted in triplicate.

Form 95. Claim for damage or injury, shall be filled out by or on behalf of the person who sustained the damage or injury and shall also be submitted in triplicate. In the execution of this form the claimant shall be required to indicate on the reverse side the following additional information:

(1) Do you carry collision insurance? Yes or no.

(2) If yes, furnish name and address of insurance company and policy number.

(3) Have you filed claim on your insurance carrier in this instance and, if so, is it full coverage?

(4) If deductible, state amount.

(5) If such claim has been filed, what action has your insurance carrier taken, or what action does it propose to take with respect to your claim? (It is necessary that you ascertain these facts.)

(6) Do you carry public liability and property damage coverage? Yes or no.

(7) If yes, furnish name of insurance carrier.

(i) Accidents resulting in death, dismemberment, serious internal injuries, or extensive property damage shall be reported immediately by letter or telegram to the proper bureau of the Department. Such preliminary report is not a substitute for the submission of a complete report.

(j) A record (Form 29) of all claims against the Post Office Department for personal injuries or property damage must be kept by postmasters or other officials with whom such claims are filed.

COUNSEL FOR EMPLOYEES

109. When accidents occurring in line of official duty and involving Government personnel result in court action, Government employees should be defended in all cases both civil and criminal. Where the contemplated court action is set for a date 2 weeks or more distant the postmaster or district superintendent, Postal Transportation Service, shall transmit all available supporting papers to the appropriate bureau and division of the Department and request that counsel be assigned. Where the court action is set for a date less than 2 weeks distant, the postmaster or district superintendent shall take up the matter direct with the post office inspector in charge or the post office inspector of his district and furnish him all available papers in order that he may immediately present the case to the United States attorney. The Attorney General has instructed United States attorneys to provide counsel upon request of an inspector in such cases.

Postmasters and district superintendents are authorized to contact the post office inspector in charge or a post office inspector

and to furnish him with all available papers pertaining to the case, in those instances where it is apparent that an immediate assignment of counsel to defend the postal employee is desirable. In such urgent cases two copies of the letter to the post office inspector in charge or the post office inspector on the subject shall be forwarded to the appropriate bureau and division of the Department.

The foregoing instructions apply to the assignment of counsel to postal employees only, and under no circumstances should counsel be requested to defend the owners of contract vehicles or drivers employed by such contractors.

Cooperation of Postmasters in Handling Claims

110. In order that the Department may be promptly and fully informed regarding injuries to persons or damages to private property, by or through the operation of the Post Office Department in any branch of its service, it is desired that all postmasters, in person or through competent representatives, obtain at the earliest possible moment after the occurrence of the accident within their jurisdiction full information as to the facts, the responsibility, and the character and extent of the damage sustained. It is particularly desirable that the most complete inspections and reports possible be made of personal injury cases and of accidents causing extensive property damage. In these two types of cases, the report of the postal employee immediately involved in the accident should be supplemented by written statements or affidavits in triplicate, from the parties injured or whose property was damaged, and also from such witnesses as can be located.

In the case of accidents resulting in trivial damage to private property, the report of the postal employee involved should be supplemented by a written statement or affidavit also in triplicate from the party whose property was damaged, and also from such witnesses as can be located; but unless there is some aggravating circumstance or special reason for the action, it will not be necessary to have a personal examination made of the property or a personal interview of the private party, unless and until a claim is filed for redress. With respect to injuries to persons or damage to property resulting from the operation of Government-owned motor vehicles, postmasters will use standard prescribed forms in obtaining reports from the operators, as well as from witnesses.

Postmasters can assist the Department materially by having a competent mechanic in the motor-vehicle service, or some other qualified employee, carefully check the bills submitted by claimants for damages to property with a view to determining their accuracy. Special care should be exercised

in determining whether all of the items included in the claims are for repairs actually necessitated by the particular accident. In no instance should an item be approved where it appears that it was merely in replacement of a worn part, as distinguished from a part that was rendered unserviceable by the accident.

DELIVERY ZONE NUMBERING SYSTEM

111. The postal delivery zone numbering method of addressing mail is applicable only at the post offices named in this article.

The purpose of the system is to permit the more expeditious distribution of incoming mail especially by inexperienced clerks who do not have a thorough working knowledge of primary distribution schemes.

In addressing mail, the postal delivery zone number should appear in the address immediately after the name of the city.

The number indicates the main post office unit, station, or branch from which delivery is made.

The success of this plan depends not only upon the cooperation of mailers and addressees, but upon the interest and enthusiasm of postmasters at all post offices in continuing a vigorous campaign through newspapers, radio, chambers of commerce, business houses, churches, schools, and other institutions.

All patrons at the offices named in this article have been requested to notify their correspondents of their postal delivery zone numbers, and to include the numbers in addresses, on letterheads, and in return card requests.

Postmasters and employees are requested to instruct post office patrons in the use of the Postal Delivery Zone Numbering System.

It is desired that postmasters of offices where the plan is not applicable, cooperate by requesting their patrons, including business houses, organizations, and publishers of magazines, newspapers, and periodicals to include the postal delivery zone numbers in the addresses on all matter mailed to the post offices where the system is applicable.

Patrons should obtain the delivery zone number from their correspondents in the offices listed below. Large firms such as publishers who have mailing lists may forward them to the offices listed, where they will be corrected without charge by including the delivery zone number, or they may obtain from these offices zone books showing the delivery zone numbers.

Birmingham, Ala.	Los Angeles, Calif.
Montgomery, Ala.	Oakland, Calif.
Berkeley, Calif.	Pasadena, Calif.
Fresno, Calif.	Sacramento, Calif.
Glendale, Calif.	San Diego, Calif.
Long Beach, Calif.	San Francisco, Calif.

San Jose, Calif.	Buffalo, N. Y.
Stockton, Calif.	Far Rockaway, N. Y.
Denver, Colo.	Flushing, N. Y.
Bridgeport, Conn.	Jamaica, N. Y.
Hartford, Conn.	Long Island City, N.Y.
New Haven, Conn.	New York, N. Y.
Waterbury, Conn.	Rochester, N. Y.
Wilmington, Del.	Schenectady, N. Y.
Washington, D. C.	Staten Island, N. Y.
Jacksonville, Fla.	Syracuse, N. Y.
Miami, Fla.	Utica, N. Y.
Saint Petersburg, Fla.	Charlotte, N. C.
Tampa, Fla.	Akron, Ohio
Atlanta, Ga.	Canton, Ohio
Honolulu, T. H.	Cincinnati, Ohio
Chicago, Ill.	Cleveland, Ohio
Evansville, Ind.	Columbus, Ohio
Fort Wayne, Ind.	Dayton, Ohio
Indianapolis, Ind.	Toledo, Ohio
South Bend, Ind.	Youngstown, Ohio
Des Moines, Iowa	Oklahoma City, Okla.
Sioux City, Iowa	Tulsa, Okla.
Kansas City, Kans.	Portland, Oreg.
Wichita, Kans.	Philadelphia, Pa.
Louisville, Ky.	Pittsburgh, Pa.
Baton Rouge, La.	Scranton, Pa.
New Orleans, La.	Providence, R. I.
Portland, Maine	Charleston, S. C.
Baltimore, Md.	Columbia, S. C.
Boston, Mass.	Chattanooga, Tenn.
Brockton, Mass.	Knoxville, Tenn.
Springfield, Mass.	Memphis, Tenn.
Worcester, Mass.	Nashville, Tenn.
Detroit, Mich.	Austin, Tex.
Flint, Mich.	Dallas, Tex.
Grand Rapids, Mich.	Fort Worth, Tex.
Lansing, Mich.	Houston, Tex.
Duluth, Minn.	San Antonio, Tex.
Minneapolis, Minn.	Salt Lake City, Utah.
Saint Paul, Minn.	Arlington, Va.
Jackson, Miss.	Norfolk, Va.
Kansas City, Mo.	Richmond, Va.
Saint Louis, Mo.	Roanoke, Va.
Lincoln, Nebr.	Seattle, Wash.
Omaha, Nebr.	Spokane, Wash.
Camden, N. J.	Tacoma, Wash.
Jersey City, N. J.	Charleston, W. Va.
Newark, N. J.	Huntington, W. Va.
Paterson, N. J.	Madison, Wis.
Trenton, N. J.	Milwaukee, Wis.
Albany, N. Y.	
Brooklyn, N. Y.	

GENERAL SUPPLIES

112. Postmasters and other requisitioning officers must carefully read and follow instructions concerning the ordering of general supplies published in the List of Postal Supplies and the List of Motor Vehicle Items, and Instructions and Suggestions in the Operation of Public Buildings under the Administration of the Post Office Department.

It is important that each requisition be

properly filled in to include particulars and information called for on the requisition form, and that the postmarking stamp be clearly impressed in the space provided. When submitting requisitions on regular forms, postmasters must not supplement them with letters requesting supplies which should have been included in the requisition proper.

First-Class Offices

113. Postmasters at offices of the first class, general superintendents of the Postal Transportation Service and post office inspectors in charge shall submit requisitions in duplicate every 3 months to the Bureau of Facilities, Division of Equipment and Supplies, for sufficient supplies (using Forms 1580 and 1580-F) and motor-vehicle supplies (using Forms 4500 and 4500-F) to last that length of time, during the months indicated below:

January, April, July, and October

Alabama	Georgia
Alaska	Hawaii
Arizona	Idaho
Arkansas	Illinois
California	Indiana
Colorado	Iowa
Connecticut	Kansas
Delaware	Kentucky
District of Columbia	Louisiana
Florida	

Postal Transportation Service.—First, second, third, fourth, and fifth divisions.

Post office inspectors in charge.—Atlanta, Boston, Chattanooga, Chicago, and Cincinnati divisions.

February, May, August, and November

Maine	Nebraska
Maryland	Nevada
Massachusetts	New Hampshire
Michigan	New Jersey
Minnesota	New Mexico
Mississippi	New York
Missouri	North Carolina
Montana	North Dakota

Postal Transportation Service.—Sixth, seventh, eighth, ninth, and tenth divisions.

Post office inspectors in charge.—Denver, Fort Worth, Kansas City, New York, and Philadelphia divisions.

March, June, September, and December

Ohio	Texas
Oklahoma	Utah
Oregon	Vermont
Pennsylvania	Virginia
Puerto Rico	Virgin Islands
Rhode Island	Washington
South Carolina	West Virginia
South Dakota	Wisconsin
Tennessee	Wyoming

Postal Transportation Service.—Eleventh, twelfth, thirteenth, fourteenth, and fifteenth divisions.

Post office inspectors in charge.—Saint Louis, Saint Paul, San Francisco, Seattle, and Washington divisions.

Second-Class Offices

114. Postmasters at offices of the second class shall submit requisitions, in duplicate, every 6 months, to the Bureau of Facilities, Division of Equipment and Supplies, for sufficient postal supplies (using Forms 1580 and 1580-F) and motor-vehicle supplies (using Forms 4500 and 4500-F) to last that length of time in the months indicated below:

January and July February and August

Alabama	Idaho
Alaska	Illinois
Arizona	Indiana
Arkansas	Iowa
California	Kansas
Colorado	Kentucky
Connecticut	Louisiana
Delaware	
Florida	
Georgia	
Hawaii	

March and September

April and October

Maine	Nebraska
Maryland	Nevada
Massachusetts	New Hampshire
Michigan	New Jersey
Minnesota	New Mexico
Mississippi	New York
Missouri	North Carolina
Montana	North Dakota

May and November June and December

Ohio	Tennessee
Oklahoma	Texas
Oregon	Utah
Pennsylvania	Vermont
Puerto Rico	Virginia
Rhode Island	Virgin Islands
South Carolina	Washington
South Dakota	West Virginia
	Wisconsin
	Wyoming

Third- and Fourth-Class Offices

115. Postmasters at offices of the third and fourth classes shall order general stock supplies from their designated supply office, during the period designated by the supply office using Forms 1580-B and 1580-BF, with the exception of those offices in the States listed below, which offices shall submit requisitions once each year to the Bureau of Facilities, Division of Equipment and Supplies, during the months indicated,

for sufficient supplies to meet their anticipated need for a period of 1 year:

Maryland	July.
Virginia	August.
West Virginia	October.

116. Designated supply offices.—Postmasters at all offices of the third and fourth classes within the States enumerated below shall be careful to see that their requisitions for ordinary postal supplies, including offi-

cial envelopes, are prepared on the proper blanks and forwarded to their designated supply office. The use of letterheads, reference slips, and miscellaneous small pieces of paper should be avoided. The information called for under the several headings appearing on the requisition forms should be given, thus materially assisting the supply offices in the review thereof and expediting the assembly and shipment of the supplies ordered.

State	Office
Alabama	Birmingham.
Alaska	Seattle.
Arizona	Phoenix.
Arkansas	Little Rock.
California	San Francisco.
Colorado	Denver.
Connecticut	New Haven.
Delaware	Wilmington.
Florida	Jacksonville.
Georgia	Atlanta.
Guam	San Francisco.
Hawaii	Honolulu.
Idaho	Boise.
Illinois	Chicago.
Indiana	Indianapolis.
Iowa	Des Moines.
Kansas	Topeka.
Kentucky	Louisville.
Louisiana	New Orleans.
Maine	Portland.
Massachusetts	Boston.
Michigan	Grand Rapids (counties of Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Lenawee, Livingston, Macomb, Manistee, Mason, Mecosta, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Saint Clair, Saint Joseph, Sanilac, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford).
Michigan	Marquette (counties of Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft).
Minnesota	Minneapolis.
Mississippi	Vicksburg.
Missouri	Saint Louis.
Montana	Helena.
Nebraska	Omaha.
Nevada	San Francisco.
New Hampshire	Concord.
New Jersey	Newark.
New Mexico	Albuquerque.
New York	New York.
North Carolina	Charlotte.
North Dakota	Fargo.

<i>State</i>	<i>Office</i>
Ohio.....	Cincinnati (counties of Adams, Allen, Athens, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Defiance, Delaware, Fairfield, Fayette, Franklin, Fulton, Gallia, Greene, Hamilton, Hancock, Hardin, Henry, Highland, Hocking, Jackson, Lawrence, Licking, Logan, Lucas, Madison, Marion, Meigs, Mercer, Miami, Montgomery, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Williams, Wood, Wyandot).
Ohio.....	Cleveland (counties of Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Erie, Geauga, Guernsey, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Portage, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Washington, Wayne).
Oklahoma.....	Oklahoma City.
Oregon.....	Portland.
Pennsylvania.....	Philadelphia (counties of Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York).
Pennsylvania.....	Pittsburgh (counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland).
Puerto Rico.....	San Juan.
Rhode Island.....	Providence.
Samoa.....	San Francisco.
South Carolina.....	Charlotte.
South Dakota.....	Sioux Falls.
Tennessee.....	Nashville.
Texas.....	Austin (counties of Angelina, Aransas, Atascosa, Austin, Bandera, Bastrop, Bee, Bell, Bexar, Blanco, Brazoria, Brazos, Brewster, Brooks, Burlison, Burnet, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Concho, Coryell, Crane, Crockett, De Witt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Irion, Jackson, Jasper, Jeff Davis, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, Lampasas, La Salle, Lavaca, Lee, Leon, Liberty, Live Oak, Llano, McCulloch, McMullen, Madison, Mason, Matagorda, Maverick, Medina, Menard, Milam, Montgomery, Nacogdoches, Newton, Nueces, Orange, Pecos, Polk, Presidio, Reagan, Real, Refugio, Robertson, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Shelby, Starr, Sterling, Sutton, Terrell, Tom Green, Travis, Trinity, Tyler, Upton, Uvalde, Val Verde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Williamson, Wilson, Zapata, Zavala).

State	Office
Texas.....	Dallas (counties of Anderson, Andrews, Archer, Armstrong, Bailey, Baylor, Borden, Bosque, Bowie, Briscoe, Brown, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collinsworth, Comanche, Cooke, Cottle, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hudspeth, Hunt, Hutchinson, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Limestone, Lipscomb, Loving, Lubbock, Lynn, McLennan, Marion, Martin, Midland, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Red River, Reeves, Roberts, Rockwall, Runnels, Rusk, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Upshur, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Winkler, Wise, Wood, Yoakum, Young).
Utah.....	Salt Lake City.
Vermont.....	Burlington.
Virgin Islands.....	San Juan.
Washington.....	Seattle.
Wisconsin.....	Milwaukee.
Wyoming.....	Cheyenne.

Official and Registry Envelopes

117. Postmasters at offices of the first and second classes should order official and registry envelopes on Form 1579, in duplicate (at least 3 months in advance of actual need), from the Bureau of Facilities, Division of Equipment and Supplies. Postmasters at offices of the third class (using Form 1579, in duplicate) and fourth class (using Form 1580-B) shall order official and registry envelopes from their supply office during the period designated by the supply office. Further instructions will be found in the List of Postal Supplies.

Record of Supplies

118. Postmasters at offices of the first and second classes must keep a complete record on Form 1586 of all supplies received and issued, set aside a suitable place for keeping the stock, and assign an employee to be charged with custody thereof and maintenance of the prescribed record.

Repairs to Office Appliances

119. Allowance to be based on competitive bids.—Requests for allowances for the repair of time recorders, trucks, baskets, etc., except numbering machines, must be accompanied with competitive proposals on Standard Form 33 from not less than three individuals or firms doing repair work. When time recorders are to be repaired their serial numbers must be given.

120. Typewriters and adding machines.—Repairs to typewriters and adding machines

should be made under competitive bids (using Standard Form 33).

When a typewriter or adding machine is in need of repairs, the postmaster shall secure bids and transmit them to the Bureau of Facilities, Division of Equipment and Supplies, for approval before the contract is made, except in cases of extreme emergency which will definitely result in expensive delays to office procedure, in which case the bids may be accepted and the work performed. In such cases the bids must be submitted, for an authorization, with a statement describing the emergency in detail. Exchanging of platens or cylinders for typewriters will not be considered “emergency repairs.” When typewriters or adding machines are to be repaired, their serial numbers must be given.

The Department is in a position to furnish platens for use on Underwood, Royal, and L. C. Smith typewriters. Requests therefor should be made upon the Division of Equipment and Supplies. Bids for the repair of adding machines and typewriters should not include the furnishing of ribbons, as they are furnished by the Department.

Should the local service station of an adding machine company present to an office a repaired Government-owned machine, properly crated, for return to the office from which received, the postmaster is authorized to accept and forward it by registered mail to destination under penalty label. The same course should be pursued in transmitting relief machines furnished for use pending the repair of Government-

owned machines; also empty shipping boxes which may be presented by the local service station for shipment to any post office.

Postal employees must clean and oil adding machines and typewriters operated by them and place new ribbons thereon without expense to the Department.

Adding machines and typewriters should be covered when not in use. Drop-center typewriter desks are not considered as sufficient covering for typewriters. Request should be made on the Bureau of Facilities, Division of Equipment and Supplies, for covers when needed.

When necessary to send typewriters and adding machines to another city for repairs, shipment must be made by registered mail, in care of the postmaster. Machines must be returned in the same manner.

121. Numbering machines.—Expenditures for the local repair of numbering machines must not be made, except upon previous instructions from the Department. When a machine becomes unfit for future use, it should be forwarded by mail to the Bureau of Facilities, Division of Equipment and Supplies, with a letter of transmittal explaining the reason for its return. Care should be exercised to the end that numbering machines are kept clean and are not subjected to rough or careless usage. Machines can be cleaned by the use of gasoline.

122. Authority for purchases in open market, or obligations for repairing office equipment.—Authority must be obtained from the Bureau of Facilities, Division of Equipment and Supplies, before making purchases of miscellaneous supplies in the open market, or assuming obligations for repairing office equipment. The provisions of this paragraph have no reference whatever to printed forms, since under the law printing for the Postal Service is required to be done at the Government Printing Office.

123. Canceling machines.—Local repairs to canceling machines must not be made except in case of extreme emergency where expensive delay in dispatching mails would otherwise result, in which case bids must be secured on Standard Form 33. The bids must be submitted to the Bureau of Facilities, Division of Equipment and Supplies, with request for an allowance. Such request must include a statement describing the emergency in detail. Postmasters are expected to keep an adequate supply of spare parts on hand for replacements. All parts should be requested on Form 4635, giving part number and description as shown in the instruction book furnished with each machine. All correspondence in regard to canceling machines should be addressed to the Bureau of Facilities, Division of Equipment and Supplies. Worn or damaged parts removed from canceling machines must be

returned to the Bureau of Facilities, Division of Mail Equipment Shops.

124. Electric motors.—Motors for canceling machines are carried in stock for immediate shipment, and local repairs should not be made. Spare motors are furnished to post offices of the first class, and each office of this class should keep a spare motor on hand for use in emergency, or in larger offices a sufficient supply of spare motors to care for replacements. Spare motors are not furnished to post offices of the second class, as machines used in such offices can be operated by hand, and must be so operated if the motor breaks down. Authorizations for emergency repairs to canceling machine motors will not be granted unless previous authority is obtained. Requests for new motors or for authorizations for repairs should be made to the Bureau of Facilities, Division of Equipment and Supplies. In case of extreme emergency, request may be made by telegraph.

Before having repairs made to motors operating mechanical equipment other than canceling machines, postmasters should secure authority from the Bureau of Facilities, Division of Equipment and Supplies, except in cases of extreme emergency or when delay will seriously interfere with the proper conduct of the Postal Service, in which case repairs may be made without previous authorization.

125. Switches for canceling machines.—Switches for canceling machines are carried in stock, and the postmaster is expected to keep an adequate supply on hand and to make replacements without cost to the Department. Expenditures for the local purchase of switches or for repairs to same will not be considered as emergency expenditures. Requests for switches should be made on Form 4635. If the wiring is in such condition as to need repairs, the matter should be reported to the Bureau of Facilities, Division of Equipment and Supplies, for instructions.

126. Oil for canceling machines and automatic scales.—Postmasters at offices where Government-owned motor-vehicle service is in operation will secure from their garages sufficient light (S. A. E. 20) motor-vehicle lubricating oil to provide for their needs in connection with canceling machines and automatic scales, provided this grade of oil is secured for the operation of the motor-vehicle service.

It is essential that light machine oil (S. A. E. 20) be used in canceling machines. If this grade of oil is not provided for the motor-vehicle service, postmasters at offices with Government-owned motor vehicles should secure the proper oil from the supply points listed below.

Postmasters at offices where canceling machines and automatic scales are in use and where there is no motor-vehicle service will

forward requisitions and containers to the respective distributing office indicated below, at all of which offices a stock of light (S. A. E. 20) oil is maintained. Postmasters at these offices will furnish the oil requisitioned.

Only light grade (S. A. E. 20) oil should be used in canceling machines. If heavier oil is furnished upon requisition, or if the oil does not appear to be new and clean, the postmaster receiving it should communicate with the Bureau of Facilities, Division of Equipment and Supplies.

<i>State</i>	<i>Distributing Office</i>
Alabama-----	Birmingham, Ala.
Arizona-----	San Francisco, Calif.
Arkansas-----	St. Louis, Mo.
California-----	San Francisco, Calif.
Colorado-----	Denver, Colo.
Connecticut-----	Bridgeport, Conn.
Delaware-----	Wilmington, Del.
Florida-----	Jacksonville, Fla.
Georgia-----	Atlanta, Ga.
Idaho-----	Denver, Colo.
Illinois-----	Chicago, Ill.
Indiana-----	Indianapolis, Ind.
Iowa-----	Des Moines, Iowa.
Kansas-----	Topeka, Kans.
Kentucky-----	Louisville, Ky.
Louisiana-----	Birmingham, Ala.
Maine-----	Portland, Maine.
Maryland-----	Baltimore, Md.
Massachusetts-----	Boston, Mass.
Michigan-----	Grand Rapids, Mich.
Minnesota-----	Minneapolis, Minn.
Mississippi-----	Birmingham, Ala.
Missouri-----	St. Louis, Mo.
Montana-----	Denver, Colo.
Nebraska-----	Omaha, Nebr.
Nevada-----	San Francisco, Calif.
New Hampshire-----	Boston, Mass.
New Jersey-----	Newark, N. J.
New Mexico-----	Denver, Colo.
New York-----	New York, N. Y.
North Carolina-----	Richmond, Va.
North Dakota-----	Minneapolis, Minn.
Ohio-----	Cleveland, Ohio.
Oklahoma-----	Dallas, Tex.
Oregon-----	San Francisco, Calif.
Pennsylvania-----	Philadelphia, Pa.
Rhode Island-----	Bridgeport, Conn.
South Carolina-----	Charleston, S. C.
South Dakota-----	Minneapolis, Minn.
Tennessee-----	Nashville, Tenn.
Texas-----	Dallas, Tex.
Utah-----	Salt Lake City, Utah.
Vermont-----	Boston, Mass.
Virginia-----	Richmond, Va.
Washington-----	San Francisco, Calif.
West Virginia-----	Charleston, W. Va.
Wisconsin-----	Milwaukee, Wis.
Wyoming-----	Denver, Colo.

Containers are supplied in 1-quart (for scales only), one-half gallon (for hand-power canceling machines), 1-gallon, and 5-gallon sizes for electric canceling ma-

chines. Containers must be preserved and returned with the request for a new supply of oil.

Defects in Equipment

127. Postmasters shall notify the Bureau of Facilities, Division of Equipment and Supplies, in all cases where breakages occur or weak parts develop in new equipment installed in their offices, in order that the matter be taken up with the contractors. No repairs should be undertaken by postmasters without instructions from the Department.

Request for Scales

128. All requests for scales should be made by letter, stating the necessity for additional equipment of this character.

Request for new scales to replace defective equipment should be accompanied with a statement of explanation, giving item number, capacity, and make of defective scale for which replacement is desired.

Instructions covering disposition of old, inaccurate, and damaged scales will be furnished upon request.

Scales are not furnished for use of rural carriers. Parcels offered rural carriers for dispatch should be brought to the post office to determine the proper postage.

Request for Parcel Post Zone Key

129. Request for a zone key of the unit in which any post office is located should be made by letter to the Bureau of Facilities, Division of Equipment and Supplies, giving the parcel post unit number of the post office. Parcel post unit numbers are shown in the list of post offices by States in the current U. S. Official Postal Guide, Part I.

Supplies for Machines

130. When ordering supplies for adding, canceling, duplicating, and typewriting machines, the make, and the serial and model number of the machine must be given.

Postmarking Equipment

131. All postmarking equipment must be ordered on Forms 1567 and 1567-I. (See List of Postal Supplies.)

Numbered and contract stations and branches are supplied with a uniform rubber dating stamp, which must be used for all purposes, including money order, registry, and parcel post business.

Newly established offices, stations, and branches will be furnished with necessary postmarking equipment without requisition.

Excess Rubber Stock Stamps

132. Excess rubber stock stamps in serviceable condition should be sent to the Bureau of Facilities, Division of Equipment and Supplies, by ordinary mail for reissue.

Unserviceable composition stamps (item 681) should be returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Facing Slips

133. Manner of ordering.—Printed facing slips in quantities and titles sufficient for a period of 6 months shall be requisitioned by postmasters at offices of the first and second class on Form 1581 and by postal transportation clerks through their district or general superintendent on Form 5364. The requisition should be made for not less than 500 slips of any one title and when more than 500 are desired they should be ordered in multiples of 500. Requisitions should be submitted 75 days in advance of the time the supply on hand will become exhausted. Postmasters should submit their requisitions to the postmaster at Chicago, Ill. The requisitions of postal transportation clerks shall be submitted to the Bureau of Transportation, Division of Highway and Contract Transportation.

Slips for use at offices of the third and fourth classes and for postal transportation clerks may be obtained at the expense of the purchaser, at the rate of 25 cents for 500 in lots of 500 to a form, and 40 cents for 1,000, in lots of 1,000, from the Postmaster's Supply Co., Coatsburg, Ill., to whom all correspondence should be addressed. Do not order less than 500 slips of any one form. Cost of slips and transportation charges must be paid in advance by requisitioning officials.

134. Printed slips for publishers.—Where separations of mail are made by the publishers at their offices, postmasters should furnish to such publishers, without expense, the necessary printed facing slips and strip labels. The slips are printed on blue, manila, or pink paper only and should be ordered by the postmaster on requisition Form 1581.

135. Plain slips.—Plain facing slips are furnished to all post offices, as well as general superintendents of the Postal Transportation Service, on requisition therefor.

Printed Strip Labels

136. The Department furnishes printed strip labels to post offices of the first and second classes and officials of the Postal Transportation Service, to be used for labeling mail pouches and sacks. They are printed with five titles on a strip so that they may be cut or torn off for use as needed. Each label will then be $3\frac{7}{16}$ by $1\frac{5}{16}$ inch in size, and will fit into the label holder of a sack or pouch without folding.

Postmasters should requisition these labels on Form 1578 from the postmaster at Chicago, Ill., and should be governed by the instructions printed on the reverse side of that form. Postal Transportation Serv-

ice officials should requisition them on Form 5051 from the postmaster at Chicago, Ill. Not less than 300 labels of any one title should be ordered. See chapter VIII, article 13, concerning labels for shipment of empty mail bags.

Rural Carriers' Desks

137. Postmasters must not permit rural carriers' desks to remain on hand when not in use. When such furniture is withdrawn from active service, prompt report should be submitted to the Bureau of Facilities, Division of Equipment and Supplies, showing:

1. How many desks are on hand not in use.
2. Number of pigeonholes in each desk.
3. Whether the desks are in suitable condition for transfer for use elsewhere.
4. Whether the furniture is the property of the lessor or the Post Office Department.

Maintenance of Carriers' Satchels

138. When rural, village, or city carriers' satchels, shoulder straps, or tie straps become worn, ripped, or otherwise in need of repair, they should be forwarded by mail to the Bureau of Facilities, Division of Mail Equipment Shops. If replacement of any of the defective equipment is desired, a request should be addressed to the Bureau of Facilities, Division of Equipment and Supplies, stating the quantity and numbers of the items desired as shown in the List of Postal Supplies.

The accumulation of old satchels and straps in quantities should be avoided, and as fast as they accumulate they should be forwarded in accordance with the above instructions.

Extra satchels should not be retained for use during the holiday period only. The Department will loan extra satchels to offices needing them during that period upon request 45 days in advance of the time they are required.

Street Letter-Box Equipment

139. Maintenance of street letter-box equipment.—In connection with the maintenance of street letter-box equipment, postmasters at offices where city or village delivery service is in operation are cautioned that no expense must be incurred before specific authorization by the Department, except in cases of emergency where a receptacle at an important location is demolished by accident which necessitates replacement without delay. It is necessary to obtain competitive bids for the painting, erection, removal, relocation, or repair of letter boxes and posts, other than at offices where the mechanical force of the office performs such work. Such proposals shall be transmitted to the Bureau of Facilities,

Division of Equipment and Supplies, before having the work done.

140. Tampering with letter boxes.—The willful injury or destruction of any letter box or other receptacle authorized by the Postmaster General for the receipt or delivery of mail is a penal offense, for which the offender is liable to a fine of not more than \$1,000, or imprisonment for not more than 3 years.

141. Damage to street letter boxes.—In all cases of damage to letter-box equipment, due to accident or otherwise, postmasters should report promptly to the Bureau of Facilities, Division of Equipment and Supplies, and make collections from the persons responsible, according to the following rates:

No. 1 letter boxes-----each--	\$18. 05
No. 2 letter boxes-----do----	25. 05
Concrete posts-----do----	3. 92
Collection or package boxes do----	37. 10
Storage boxes No. 1, 49½ by 20 by 21½ inches-----each--	28. 40
Storage boxes, No. 2, 54 by 25 by 27 inches-----each--	41. 85

However, if damaged equipment can be repaired for less than the cost of new equipment, only the actual cost of the repairs should be charged to the person responsible. Collection should also be made to cover any expense incurred in the replacement and erection of serviceable equipment for that which has been damaged. All amounts collected shall be accounted for as miscellaneous receipts in the first quarterly account following the collection.

142. Locks and keys for street letter boxes.—All locks and keys for use with street letter-box equipment are supplied by the Bureau of Facilities, Division of Mail Equipment Shops. When bill of lading showing shipment of boxes is received, the postmaster should make application for the necessary locks and keys, stating the number of each required, and whether inside locks (arrow) or padlocks should be furnished.

Infected Supplies and Stock

143. When blanks, books, and other office supplies of a post office have been exposed to infection so as to render them liable to communicate a contagious disease, permission to burn them shall be secured from the Bureau of Facilities, Division of Equipment and Supplies.

Permission to burn postage stamps, stamped paper, Internal Revenue stamps, migratory-bird hunting stamps, postal savings certificates, money orders, U. S. savings bonds, and U. S. savings stamps, shall be secured from the Bureau of Finance. When such accountable property is to be burned it shall be counted in the presence of two disinterested witnesses. An itemized statement

of the quantity, denomination, value, and also the serial numbers of postal savings certificates and U. S. savings bonds, sworn to and attested by the witnesses, shall be forwarded with the letter authorizing destruction to the Bureau of Finance.

TRANSPORTATION OF SUPPLIES AND EQUIPMENT

144. The following instructions shall be observed by employees of the Department, postmasters, and all postal employees in the handling of transportation and drayage of postal supplies and equipment of all kinds, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department. Postmasters, postal employees, and postal contractors failing to comply with these instructions will be held personally responsible and shall pay the cost involved on account of excess charges for transportation, demurrage, and storage.

Shipments by Mail

145. Shipments of postal supplies and equipment, including furniture and operating supplies, for Federal buildings under the jurisdiction of the Post Office Department, shall be made whenever possible by mail.

The weight of parcels shipped by mail (except in special cases where special instructions are issued) shall not exceed the maximum parcel post weight limit.

The number of parcels shipped by mail from a given office on a given date shall not be limited, unless the exigencies of the service demand such limitation.

Penalty labels or tags shall be securely attached to all parcels shipped by mail. A separate label in addition to the regular pouch label shall be placed inside every pouch in the shipment.

Valuable shipments shall be registered.

Shipments by Freight, Express, Steamboat, and Motor Transportation Lines

146. Shipments of postal supplies and equipment, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department, by freight, express, steamboat, and motor transportation lines shall be handled identically the same as commercial shipments, except that the Post Office Department bills of lading shall be used, and no payment of transportation charges will be made at the time of shipment or at the time of delivery, as is the practice in the case of shipments under commercial bills of lading. A Post Office Department bill of lading will be accepted by the delivering carrier in lieu of cash for transportation charges.

Employees of the Department and Postal Service located in Washington who are fur-

nished by the Bureau of Facilities, Division of Traffic, with blank bills of lading which are not overprinted for issuing officers, are hereby designated to act as issuing officers.

Postmasters and employees of the Postal Service who are not located in Washington and are furnished blank bills of lading by the Bureau of Facilities, Division of Traffic, are hereby designated to act as issuing officers, and as such will be personally responsible for furnishing the information required by the bill of lading. A record should be kept of the bills of lading used, the date, to whom sent, and, if to a contractor, the requisition or order number. A monthly report must be submitted to the Bureau of Facilities, Division of Traffic, as to the bills of lading used.

The Consolidated Freight Classification or Official Express Classification, a copy of which may be seen in any freight or express office, must be consulted in making all shipments under Post Office Department bills of lading, to the end that the shipment may be so described and packed as to secure the lowest possible rate.

Every article included in a shipment, particularly in a carload shipment, must be noted on the bill of lading. Only one bill of lading shall be used for a carload shipment, and a separate one must be used for each carload.

Post Office Department Bills of Lading

147. All shipments of postal supplies and equipment, including furniture and operating supplies for Federal buildings under the jurisdiction of the Post Office Department, other than mail shipments, shall be made under Post Office Department bills of lading, serial PO Forms 1103, 1103a, 1104, 1105, and 1106.

A supply of Post Office Department bills of lading serially numbered is furnished all post offices making distribution and shipment of postal supplies and equipment. The set of bills of lading forms will consist of the following parts:

(a) "Original" (Form 1103) to be mailed to the consignee immediately at the time of shipment after being receipted by the agent of the initial carrier. However, in those instances in which it is apparent to the shipper that the mailing of the original bill of lading to the consignee will result in arrival of the shipment prior to the arrival of the original bill of lading (as, for example, in cases of single-line rail hauls, when shipping by air or by railway express, and in many cases of shipment by highway, etc.), and in the case of all shipments of Government property, if it is administratively determined that some substantial interest of the Government will be subserved thereby, the original bill of lading may, by agreement with the carrier receiving such shipments, be surrendered to said

carrier, or its agent, to accompany the shipment or, at the discretion of the carrier, to be transmitted to destination by such other means as the carrier may elect. Whenever the original bill of lading is surrendered to a carrier with the shipment, the certificate

"INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL B/L"

must be placed on the original and all copies in the set of bill of lading, and the autographic signature of the initial carrier's agent thereon will constitute a proper execution of the prescribed certificate.

(b) "Shipping order" (Form 1104) to be retained by the initial carrier.

(c) "Freight waybill—original" (Form 1105) to be retained by carrier.

(d) "Freight waybill—carrier's copy" (Form 1106) to be retained by the initial carrier.

(e) "Memorandum copy" (Form 1103a), to be forwarded promptly to the Bureau of Facilities, Division of Traffic, Washington 25, D. C.

(f) "Memorandum copy" (Form 1103a), to be retained in the files of the consignor or shipper.

Every Post Office Department bill of lading shall contain the following information:

(a) Less-than-carload shipments—Consignor; name of transportation company; point of origin and destination; consignee; route on "via" line when it is furnished; marks, number of packages, how packed, contents by its commercial name regardless of the name by which it is known in the service. The date of shipment is below the body of the bill of lading and should be filled in when it is signed by the agent. It should also show whether pickup service at origin was or was not performed by the Government or its agent.

(b) Carload shipments (in addition to the above)—Routing, which must be secured from the Bureau of Facilities, Division of Traffic; complete information in spaces provided for car record; seal record; in case the consignment is automobiles, the blocking when it is done by carrier or shipper. The spaces provided for record for carload shipments must not be used for less-than-carload shipments.

A permanent record showing the number of each bill of lading issued and a description of the shipment shall be kept by the postmaster.

Issuing officers must show on the face of the bill of lading such information as is required. The "Certificate of Issuing Officer" must be signed in every case by the official of the Department or Postal Service to whom the bill of lading has been

issued, regardless of whether the bill of lading is to be used by a contractor as shipper. This requirement must be observed carefully, as the agents of transportation companies may refuse to accept a bill of lading that does not bear the signature of the issuing officer. Carbon impression signatures on the shipping order and the other forms are acceptable. When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer fill in above his signature the contract or purchase order number, the date thereof, and the f. o. b. point named in such contract or purchase order.

Erasures, interlineations, or alterations in Post Office Department bills of lading must be authenticated and explained by the employee making same, and must show on all copies.

The original and memorandum copies of each Post Office Department bill of lading used for making a shipment must be dated and signed by the agent of the transportation company accepting the shipment. Carbon impression signatures and dates on the shipping order and the other forms are acceptable.

One bill of lading will be used for each and every carload shipment. Less-than-carload shipments for any office or consignee must be consolidated so as to make but one shipment per day to that office or consignee.

Extra or continuation sheets will be furnished by the Bureau of Facilities, Division of Traffic. Extra sheets should show the number of the bill of lading to which they are attached.

Bills of lading improperly issued or spoiled shall be mailed to the Bureau of Facilities, Division of Traffic, after all copies have been marked "Void."

Upon receipt of the "Original" bill of lading (Form 1103) by the consignee, it must be carefully preserved until the shipment arrives, when it should be duly executed in the space provided therefor, and delivered to the agent of the transportation company. It is of the utmost importance that any loss or damage apparent upon receipt of the shipment shall be noted in the proper space on the reverse side of the bill of lading. Whether delivery service at destination was or was not performed by the Government or its agent shall also be shown.

Upon the arrival of a shipment before the receipt of the "Original" bill of lading, the shipment may be secured from the agent of the transportation company by the use of a temporary receipt (Form 1107).

The loss by the transportation company of an "Original" accomplished bill of lading will be reported immediately to the Bureau of Facilities, Division of Traffic, with

all details and related correspondence, with a request for a certificate in lieu of a lost bill of lading. Certificates in lieu of lost bills of lading will be issued by the Bureau of Facilities, Division of Traffic, upon request.

Duplicate bills of lading will not be issued.

Employees of the Postal Service who are authorized in case of an emergency to make a purchase by telegraph or telephone whereby a shipment may be made under a commercial bill of lading must preserve the commercial bill of lading until the consignment arrives; and if the charges are payable by the Department, a Post Office Department bill of lading should be substituted, executed, and surrendered to the agent of the carrier with the commercial bill of lading securely attached. The memorandum copy of the bill of lading used should be forwarded to the Bureau of Facilities, Division of Traffic. This procedure should be followed only in emergency cases to avoid any delay in the handling of the mails.

Carload Shipments

148. Before making a carload shipment routing must be secured from the Bureau of Facilities, Division of Traffic, which must be entered on the bill of lading on the line beginning "Via," quoting the routing number.

Before loading a freight car the consignor will carefully examine the interior for nails, screws, and other projections liable to damage the proposed shipment, and will remove them or refuse to make shipment in the car if in his opinion the contents might be materially damaged.

The seal record of cars containing carload shipments shall be preserved. A record shall also be kept showing the condition upon arrival of locks used on cars in connection with carload shipments. In case of loss or damage, the seal or lock record on the bill of lading shall be noted before it is surrendered to the carrier.

Packing

149. Packing must conform in all respects to the requirements of the Postal Laws and Regulations, the Official Express Classifications, or the Consolidated Freight Classification, whichever governs the shipment.

Competitive bids for packing will be secured and an award made to the lowest bidder, but the award must be approved by the Department before service, except in an emergency.

The cost of packing may be stated on dray ticket (Form 713) and when the drayage is performed by the same party that does the packing, both drayage and packing may be on the same ticket but stated separately. In securing and stating this service, the in-

structions on the reverse side of General Voucher Form 1526-P or reissue thereof must be observed.

Drayage

150. All drayage of outgoing or incoming postal equipment or material and supplies, including furniture and operating supplies, except fuel for Federal buildings under the jurisdiction of the Post Office Department, will be by Government-owned motor trucks where Government motor vehicles are available for performing this service without interfering with the handling of the mail. Otherwise, all local draying will be secured by competitive bids, as required by instructions on the reverse of General Voucher Form 1526-P. Bids for drayage of fuel for Federal buildings should be forwarded to the Bureau of Facilities, Division of Buildings Management. Postmasters may pay drayage from the postal funds without formal authority from the Department, using Dray Ticket Form 713, or reissue thereof, which should be attached to General Voucher Form 1526-P.

The authority granted for payment of drayage charges, without formal authorization, applies only to Post Office Department shipments. Such shipments are covered by Post Office Department bills of lading bearing the prefix letters PO, or they are purchased on Post Office Department orders drawn on an f. o. b. destination basis.

In no other instance should postmasters pay drayage charges without formal authorization.

Reference to the Post Office Department purchase order, by letter prefix and number, should be shown on Dray Ticket Form 713, in lieu of the bill of lading reference, where the shipment is purchased f. o. b. destination.

Employees of the Postal Service, other than postmasters, may secure a statement of the drayage service performed on Form 713 which should show the local address of the drayman and that payment has not been received. The dray ticket showing service should be endorsed by the receiving officer, attached to Standard Voucher Form 1034, showing all the information required thereon, and forwarded to the Bureau of Facilities, Division of Traffic. Payment for this service will be made by Postmaster General's check by the Department.

Freight and express charges must not be included with drayage.

A permanent record of all bills of lading handled, and for drayage and packing performed must be maintained.

Demurrage and Storage

151. Shipments must be removed from the warehouses of the transportation company immediately upon arrival. In case the

bill of lading covering the shipment has not been received, use temporary receipt Form 1107. The consignee in all cases will be held personally responsible for all demurrage or storage permitted to accrue on shipments moving under Post Office Department bills of lading.

Temporary receipt Form 1107 must be used to secure shipments that arrive before receipt of the original copy of the bill of lading, in order to prevent the accumulation of demurrage or storage charges. A few copies of this form should be kept on hand at all times.

Transportation charges cannot be paid on the temporary receipt Form 1107. When this form is issued, immediate steps must be taken to secure the original copy of the bill of lading. In case it is not received within a few days, a request should be made on the Bureau of Facilities, Division of Traffic, for a certificate in lieu of lost bill of lading.

When original bill of lading is received following the delivery to the agent of the transportation company of the certificate in lieu of the lost bill of lading, it must be executed and returned to the Bureau of Facilities, Division of Traffic. The Division of Traffic will follow each case of a temporary receipt for final settlement.

Loss or Damage to Shipments

152. If a shipment is not delivered within 60 days after the date of the bill of lading, the Bureau of Facilities, Division of Traffic, shall be notified. Loss or damage to shipments shall be called to the attention of the agent for the transportation company. Concealed loss or damage becoming apparent only after shipments have left the possession of the transportation company must be called to the attention of the agent of the company as soon as discovered and an opportunity to investigate afforded.

In all cases, in the space provided, endorsement must be made on the reverse side of the Post Office Department bill of lading, showing any loss or damage to the shipment, and a detailed statement made to the Bureau of Facilities, Division of Traffic.

A report shall be made promptly to the Bureau of Facilities, Division of Traffic, of any repairs necessary on account of damage to shipment while in transit, but no repairs requiring an expenditure shall be made without authority from the proper bureau of the Department, except in case of emergency, when necessary repairs may be made and a full report submitted to the Department for an authorization.

Transportation Charges

153. No freight or express charges shall be paid by postmasters or postal employees from postal funds or from personal funds on shipments of equipment and supplies, in-

cluding furniture and operating supplies for Federal buildings under jurisdiction of the Post Office Department, whether large or small shipments, received or forwarded under Post Office Department bills of lading. Payment for all such shipments will be made by the Post Office Department upon presentation by the transportation company of the "Original" Post Office Department bill of lading properly executed, showing receipt of consignment with the required voucher properly prepared.

Likewise, no transportation charges shall be paid on shipments received under commercial bill of lading with charges collect. Postal contractors are invariably furnished the necessary Post Office Department bills of lading on orders placed by the Department for shipments to postmasters, f. o. b. factory or other points of distribution; occasionally, however, shipments are made by contractors under commercial bills of lading, in which case no charges will be paid, but the shipment will be secured from the transportation company by substitution of Post Office Department bill of lading.

Orders placed by postmasters as a result of purchases authorized by the Department from sources of supply involving transportation by freight, express, steamboat, or motor transportation line shall, when the charges are payable by the Department, be accompanied by Post Office Department bills of lading sufficient to cover transportation.

This, however, is not to be construed as prohibiting the placing of orders by telephone or telegraph by postmasters for emergency purchases involving immediate shipment by freight, express, steamboat, or motor transportation line, and where it would be impossible for a Post Office Department bill of lading to reach the source of supply in time for shipment. Shipment in such case will be made under commercial bill of lading, upon receipt of which a Post Office Department bill of lading will be substituted.

Correspondence relating to freight express, or motor transportation of equipment, material and supplies, including bids for drayage and crating (except fuel) must be addressed to the Bureau of Facilities, Division of Traffic.

Routing orders and other shipping instructions issued and transmitted by the Bureau of Facilities, Division of Traffic, must be carefully observed.

Post Offices at Prepay or Nonagency Stations

154. Shipments for the Postal Service when consigned by freight to post offices at prepay or nonagency stations will be made under a Post Office Department bill of lading with all transportation charges way-billed as collect and instructions to unload at such station. This is in accordance with

"Railway Accounting Rules" rule 219. A lookout must be kept for shipments, and they should be promptly removed upon arrival.

The bill of lading should be executed and surrendered to the agent upon request. In case a request is not made for the bill of lading, it should be executed and returned to the Bureau of Facilities, Division of Traffic.

If a request is made by an agent after the bill of lading has been forwarded to the Division of Traffic, all papers in connection therewith should be forwarded to the Division of Traffic, with a request that the bill of lading be supplied.

Postmasters located at offices not on a railroad or served by a boat or steamship line, or when the name of the post office is different from the name of the railroad station, should in every case of a shipment to be made by freight or express inform the Department as to the name of the railroad station, wharf, or landing.

Free Pickup and Delivery Service on Less-Than-Carload Freight

155. Free "Pickup and delivery service" on less-than-carload freight is obtainable at a number of agency freight stations.

Postmasters, or officials and employees assigned by the postmaster to receive or send less-than-carload shipments of freight, should consult their local freight agent and request that such shipments, moving on Post Office Department bills of lading, be accorded this free service wherever it is available and desired.

In lieu of free "Pickup or delivery service" an allowance of 5 cents per 100 pounds will be made where the drayage is performed by Post Office Department motor vehicles.

Drayage service, in lieu of "Free service," should be performed by Post Office Department motor vehicles only in those instances where the cost will be less than 5 cents per 100 pounds.

All Post Office Department bills of lading must show whether "Pickup service" or "Delivery service" was or was not performed by the Government, as distinguished from service performed by the railroad company. When this is not shown, unnecessary delay in the settlement of carriers' vouchers for freight charges and additional correspondence result.

There are clauses included in the bills of lading, at the lower left corner, pertaining to "Pickup service"; and at the lower right corner in the "Consignee's certificate of delivery," pertaining to "Delivery service." These clauses must be executed so as to show the type of service accorded the shipment.

The Department prefers that allowances granted by carriers in lieu of performing

"Pickup service" or "Delivery service" be shown as a credit on the voucher rendered the Department for the freight charges. This information should be given to the agents of the various carriers that make allowances directly to the consignor or consignee. However, any allowances granted by the carriers directly to the consignor or consignee should be forwarded to the Bureau of Facilities, Division of Traffic, for collection and deposit, with complete reference to the shipment covered by such allowance, including bill of lading number.

BURIAL FLAGS FOR DECEASED VETERANS

156. The act of July 11, 1939, provides that "Where an honorably discharged veteran of any war, or a person honorably discharged from the United States Army, Navy, Marine Corps, or Coast Guard after serving at least one enlistment, or for disability incurred in line of duty, dies after discharge, a flag to drape the casket shall be furnished in all cases; such flag to be given to the next-of-kin after burial of the veteran."

In order to assist the Veterans' Administration in administering the above act, postmasters at first-, second-, and third-class offices, and postmasters at fourth-class offices located at county seats, which may hereafter be requested by the Veterans' Administration to act as depositories, are directed to cooperate so that upon the death of a veteran and compliance with certain rules, a flag to drape the casket shall be issued.

Flags for this purpose and the rules and regulations governing their issue are supplied by the Veterans' Administration. Postmasters shall address all correspondence relative to the supply and issuance of the flags to the regional office of the Veterans' Administration using their post offices as a depository.

DISPOSITION OF WASTE MATERIAL AND UNSERVICEABLE PROPERTY

Waste Paper and Twine

157. Postmasters shall carefully preserve all waste paper, which shall include dead and unclaimed domestic printed matter, facing slips that have been used, and all other useless paper and all waste twine, including remnants of twine unfit for use. As much as possible shall be realized by the sale of this waste matter, competitive bids being procured if feasible. All proposals, except as provided in article 158 of this chapter for magazines and periodicals, for the sale of such material shall be procured and sent to the Bureau of Facilities, Division of Buildings Management. When practicable

such waste material should be sold before the expiration of the quarter and the proceeds accounted for as miscellaneous receipts. Form 1096 (revised) should be used for the purpose of giving and securing a receipt for moneys collected and deposited. Waste paper and twine shall not be sent free in the mails to a purchaser, and mail bags shall not be used to store or carry it away. If after exhausting every resource a profitable market cannot be found, such waste material shall be disposed of without expense to the Department, when practicable. Undelivered printed matter, such as picture cards, newspapers, magazines, and other periodical publications, falling within the term "waste paper," for which no sale can be effected, may, if suitable for the purpose, be delivered by postmasters, on application therefor, to the proper local municipal authorities for distribution to hospitals, asylums, or other charitable or reformatory institutions.

NOTE.—For a list of dealers in paper stock communicate with the local chamber of commerce or board of trade, or those of nearby cities. Sales should be made in the neighborhood of post offices, if possible.

Sale of Undeliverable Magazines

158. At offices designated by the Bureau of Post Office Operations, and under instructions issued by that Bureau, such undeliverable magazines and periodicals as may be deemed suitable shall be segregated from publications subject to disposal as waste, and sold to the highest bidder as magazines and periodicals. Complete records of such sales shall be kept, and the funds resulting therefrom shall be deposited by postmasters as part of the postal revenue and accounted for under "Miscellaneous Postal Receipts" of the quarterly report, with a separate supporting schedule. A quarterly report of the magazine sales shall be transmitted to the Bureau of Post Office Operations, Division of Clerical Service.

Unserviceable Property in Vehicle Service

159. Unserviceable property and waste materials accumulating in the vehicle service shall be disposed of as outlined in the rules and regulations for conducting the Government-owned vehicle service.

Other Property and Waste Materials

160. Other unserviceable property and waste materials not specified in articles 157 to 159 of this chapter shall be disposed of in the following manner: Whenever sufficient unserviceable property or waste materials accumulate to justify inviting bids for their sale, a list thereof shall be prepared by the postmaster. The postmaster shall appoint a committee of three, to consist of super-

visory employees when possible, who shall be required to make a careful inspection of each article and submit a report to the postmaster for approval as to whether it should be condemned or sold or otherwise disposed of. After approval of the report, the postmaster shall prepare proposals inviting competitive bids covering the unserviceable

property and waste materials recommended to be disposed of. Copies of the proposals shall be distributed as widely as possible and mailed to all known dealers in the materials to be sold. As much as possible shall be realized from such sales and the proceeds shall be accounted for as miscellaneous receipts.

CHAPTER II

Personnel

Art.	Art.
1. Appointments.	106. Payment for accrued annual leave.
23. Medical certificates.	107. Employees on terminal leave from armed forces.
24. Probationary period.	108. Court duty leave.
28. Oath of office.	110. Absence without permission.
30. Administering oaths.	111. Absence on 31st of month.
34. Employees' surety bonds.	112. Leave to attend funerals of veterans.
45. Transfers within Postal Service.	113. Absence on military duty.
49. Reinstatements and transfers from other services.	128. Salaries.
51. Resignations.	146. Promotions.
52. Separation of substitute and temporary employees.	157. Grievances of employees.
53. Personnel folders.	158. Assignments.
54. Personnel forms.	162. Dual employment.
55. Conduct and discipline.	164. Seniority.
66. Removals and reductions.	170. Employees interested in mail contracts.
67. Letters of charges.	171. Employees' hours of service.
80. Efficiency appraisal system.	176. Overtime.
86. Case examinations.	181. Compensatory time.
87. Service on Civil Service boards.	186. Night work.
88. Injured employees.	188. Rural carrier certificates of service.
92. Tubercular employees.	195. Fingerprint charts and loyalty data.
93. Change of name of employee.	196. Retirement.
94. Annual and sick leave.	224. Suggestion system.
102. Leave without pay.	231. Inventions by postal employees.

APPOINTMENTS

Fixing the Number of Employees, Grades, and Salaries

1. **Supervisors.**—The Postmaster General shall determine the supervisory needs in each organizational unit in the field service of the Post Office Department and shall fix the number of supervisors to be employed in accordance with the salary schedules provided for them: *Provided*, That not more than one assistant postmaster may be employed at any post office.

2. **Other employees.**—The number and grades of employees at post offices of the first, second, and third classes, and of rural carriers at all offices are fixed by the Bureau of Post Office Operations, except that the number and grades of employees in the Vehicle and Custodial Services are fixed by the Bureau of Facilities. The salaries of all employees are fixed by law.

Ratio of Substitutes to Regulars

3. The ratio of classified substitute post

office clerks, city letter carriers, village letter carriers, mail handlers and watchmen to regular employees in each of those categories shall not be more than one classified substitute to six regular employees or fraction thereof in each such category.

In the Vehicle Service there may be only one classified substitute for each six regular employees or fraction thereof.

In the Custodial Service there is no provision for the appointment of substitutes.

How Appointments Are Made

4. All positions, when not filled by promotion, reinstatement or transfer as prescribed in articles 45 to 50 of this chapter, shall be filled by appointment under civil-service rules from the eligible lists furnished by the Civil Service Commission.

5. **Order of selection.**—The postmaster shall make his selection from the three names standing highest on the eligible list. If the postmaster passes over the name of an eligible having military preference and selects a nonveteran, he must state his reasons for doing so in writing to the Civil

Service Regional Director. Such a reason must concern the veteran who is being passed over and not statements in support of the nonveteran. A postmaster is not required to make selection for permanent appointment from an eligible register containing less than three names.

When a vacancy occurs or an emergency arises necessitating immediate appointment, and the eligible register contains less than three names, appointment may be made in accordance with civil-service regulations.

6. Reserved positions.—The following positions in the Custodial Service are reserved for veterans by the Veterans Preference Act of 1944 and decisions of the Civil Service Commission:

Commission:	Head charman
Captain of guard	Head charwoman
Charman	Laborer
Charwoman	Lieutenant of guard
Elevator operator	Matron
Elevator starter	Messenger
Fireman-laborer	Superintendent of
Foreman of laborers	building
Guard	Superintending en-
Guard-fireman	gineer
Guard-laborer	Window cleaner

7. Form used.—The nomination of a person selected shall be submitted on the form provided therefor in triplicate through the office of the regional civil-service director to the proper bureau of the Post Office Department. (See article 54 of this chapter for forms to be used.)

8. Rural carriers.—Rural carriers shall be appointed by the Bureau of Post Office Operations upon certification by the Civil Service Commission from registers of eligibles resulting from examination.

9. Departmental approval.—Postmasters shall make no appointments to fill vacancies or original appointments in the Vehicle Service without first submitting a nomination to the Bureau of Facilities and receiving approval thereof. Postmasters shall submit recommendations and receive approval thereof before promoting employees to fill vacancies under the jurisdiction of the Bureau of Post Office Operations.

10. Assignment to duty.—Nominations covering original appointments should be submitted not later than 3 days after the employee enters on duty. In the Custodial Service, assignments to duty in regular vacancies may be made as soon as the vacancy occurs, provided selection is made from a Civil Service certificate of eligibles, or the postmaster has authority from the Civil Service Regional Director to make appointments outside the register.

11. Appointments as substitutes.—All persons selected for appointment from eligible registers to fill vacancies in positions in the automatic grades, under the jurisdiction of the Bureau of Post Office Operations and in the Vehicle Service, should be appointed as substitutes and not as regular employees. (See art. 3, regarding substitute quotas.)

No payments for salaries will be allowed except when made to persons employed by authority of the proper bureau of the Department.

Report of Vacancies

12. Immediately upon the occurrence of a vacancy the postmaster shall report the separation to the proper bureau of the Department. (See article 54 of this chapter for forms to be used.)

If it is found possible to maintain satisfactory service with less than 8 hours of substitute assistance incident to a vacancy, the postmaster should so advise and recommend that the position be held open until such time as the work increases sufficiently to necessitate the employment of a substitute a full 8 hours daily on account of the vacancy, or the vacancy revert and the complement be restated. If the postmaster finds it absolutely necessary to employ 8 or more hours of substitute service daily on account of such vacancy, he should submit as promptly as possible a recommendation for the filling of the place.

Appointments To Fill Regular Vacancies

13. A vacancy in the regular force shall be filled by the promotion of the senior classified substitute of the same designation or by reinstatement or by transfer.

14. Relative standing on the substitute roll.—Substitutes are placed on the roll in the order of the dates of their appointments from a competitive register. When two or more substitutes are appointed from a register effective the same date, their names are placed on the substitute roll according to the rating attained in the examination, except that the names of any entitled to 10-point preference (disability) are placed ahead of other veterans and nonveterans appointed on the same day. Separate substitute rolls are maintained for males and females.

15. Custodial and vehicle service.—Vacancies in the Custodial Service and Vehicle Service shall be filled by the promotion of the senior qualified employee of the respective services applying for the position. When not filled by promotion, consideration should be given to transfer or reinstatement.

16. Substitutes.—(a) Substitute employees who were on the substitute rolls on June 30, 1945, shall upon appointment to regular positions receive credit for such substitute service (including special-delivery service) computed on the basis of 1 year for each unit of 2,448 hours, but such credit shall not exceed 4 years up to July 1, 1945. The credit thus computed shall be added to the credit for service (including special-delivery service) performed on and after July 1, 1945, computed on the basis of one-twelfth of a year for each calendar month.

(b) Upon appointment to a regular position, the substitute employee shall be placed

in the salary grade to which his years of service as a substitute, computed on the above basis, entitles him, plus four grades.

(c) No substitute shall be promoted to a higher grade of a regular position than the highest grade to which employees may progress through annual promotions.

(d) Under no circumstances can a substitute be given regular appointment or promoted to a higher grade than that to which he would have progressed had his original appointment been to a regular position of grade 1.

(e) In computing credit for substitute service, employees shall not be allowed credit for services performed under temporary appointment except when such service is continuous to the date of appointment as a classified substitute or regular employee.

(f) Substitutes who are called to duty in the military service shall be given credit for the time served on such military duty in determining the grade to which regular appointment shall be made.

(g) Char employees and substitutes appointed since June 30, 1945, including substitute special-delivery messengers at first-class offices shall, upon advancement to regular, be assigned at the annual rate corresponding with the hourly rate received as a substitute, charman, or charwoman, except when promotion is made to regular at the beginning of a quarter on which the substitute or char employee would have been advanced a grade, in which case he will be assigned a grade higher than that received as a substitute or char employee. In determining next promotion, credit will be allowed only for service performed since last increase in hourly rate compensation.

Appointment of Temporary Employees

17. Postmasters are expected to organize their post offices with a view to having the prescribed quota of classified substitutes perform the necessary substitute service. Temporary substitutes must not be used for any reason if classified substitutes are available. However, for vacation and holiday periods and other emergencies, temporary substitutes may be appointed.

18. **Selection.**—When necessary to employ temporary employees, the selection must be made from the civil-service register, and forwarded to the Department through the regional civil-service director or local civil-service secretary. If a register is not available, the postmaster may nominate any one of the following for temporary appointment pending the establishment of an eligible register:

First, qualified 10-point veterans, second, qualified 5-point veterans, third, qualified former Federal employees and last all others. (Upon establishment before the Commission that this order of preference has not been followed in any case, the person appointed may be removed.)

19. **Custodial.**—Postmasters at post offices located in Federal buildings are expected to keep the building, grounds, and equipment in a clean and sanitary condition with the authorized custodial force. At buildings having more than four custodial employees, it is expected that normal absences due to vacations and sick leave will be absorbed without the use of temporary employees. At smaller buildings, having four or less employees assigned, authority to employ a temporary during vacations and sick leave, must be obtained in advance from the Bureau of Facilities, Division of Buildings Management.

20. **Emergency.**—If temporary help is used for an emergency, a brief statement should be made on the form outlining the reasons therefor. If the appointment of a temporary substitute is made for an indefinite period, a letter should accompany the form defining in detail why the service cannot be maintained with the authorized quota of substitutes. In the event of an emergency, authority to make temporary appointments in the Custodial Service must be requested in advance, by telegraph if necessary, from the Bureau of Facilities, Division of Buildings Management.

Selection of Substitute Rural Carriers

21. (a) Substitute rural carriers are appointed upon selection by the regular carrier and approval by the postmaster as to character and fitness. Their names are to be submitted to the rural disbursing postmaster, so that their appointment may be ordered. A suitable person not less than 18 years of age may be selected as a substitute rural carrier. There is no maximum age limit for such substitutes, but the person selected must be physically capable of performing the necessary duties and must furnish suitable equipment. Retired employees are not eligible to serve.

(b) Provision should be made for the selection and designation of a substitute carrier for each rural route served by a regular carrier, the route to which he is assigned to be definitely stated. If found necessary or desirable, one substitute may be assigned to more than one but not to more than three routes from the same office. A substitute may serve a route other than the one to which he is assigned if the substitute for the other route is not available when his services are needed. If a substitute is assigned to more than one route he may, if it is found necessary or desirable, be dropped as substitute for one and retained for the other of the routes, and the selection and appointment of a new substitute should be made for the route thus left without a substitute.

(c) In event of a substitute's becoming unavailable by reason of a change of residence or for other cause, the facts should be reported to the rural disbursing post-

master promptly with recommendation for the appointment of another suitable person as substitute. In case of the resignation of a substitute, the resignation should be submitted with a recommendation of the carrier, approved by the postmaster, for the appointment of a successor.

(d) In emergencies when the services of the substitute or temporary rural carrier are not available, a substitute clerk or carrier, a substitute special-delivery messenger at a first-class office, or a regular clerk or carrier, or regular special-delivery messenger at a first-class office may be assigned to perform service on the rural route involved. In such a case the employee so assigned must be paid as a substitute or temporary rural carrier from the rural-delivery appropriation, and in addition shall be paid the regular equipment maintenance allowance for the use of his automobile. If the employee so assigned is a regular he must be placed on leave without pay during the time he is absent from his regular tour of duty. The time of such service shall be counted as creditable service for promotional and leave purposes if the employee receives such benefits in his regular position.

Instruction for Examination Prohibited

22. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

MEDICAL CERTIFICATES

23. Medical certificates, Standard Form 78, are required for all classified appointments and for temporary appointments of 6 months or longer. A new medical certificate is not required when a temporary employee is converted to classified status if a satisfactory certificate was submitted at the time of temporary appointment and the employee has served continuously since that time. If in these cases, the postmaster does not secure a new medical certificate, he must insert the following statement in the employee's personnel folder:

"I certify that (name of employee) is performing the duties efficiently and without hazard to himself or others."

Medical certificates for use in connection with temporary appointments may be executed by any duly licensed physician. Medical certificates for use in connection with probational appointments should be executed by a full-time Federal medical officer, without expense to the appointee, insofar as practicable. In cities where no full-time Federal medical officers are available, the

certificates may be executed by designated licensed physicians. These examinations are conducted at the expense of the employee. If no full-time Federal medical officer is available in your city, the names of these designated examiners should be secured from the regional director. If examination by the nearest Federal medical officer or designated licensed physician would require the proposed appointee to travel more than 25 miles, the medical certificate may be executed, at the expense of the employee, by any licensed physician.

Before presenting the Standard Form 78 to the proposed appointee or to the physician, the postmaster should complete items 1 through 7 of page 3 (Physical Qualification Placement Record) and encircle in item 8 the numbers of the functional and environmental factors required for adequate performance on the job. (Example, for a mail handler position, No. 1 would be encircled, as heavy lifting is required; for a city carrier position, No. 4 would be encircled, as prolonged walking is required.)

Medical certificates are reviewed by the postmaster by comparing the doctor's findings with the "Physical Requirements" paragraph of the examination announcement and by reviewing the doctor's findings on each of the encircled factors in item 8 of the Physical Qualifications Placement Record.

If he considers that the proposed appointee is not physically qualified, or if he has any doubt about it, he must submit the medical certificate to the regional director for decision.

If the proposed appointee is required to travel to report for duty, the postmaster should, if possible, secure this certificate and determine that it is satisfactory before he requests the appointee to report.

When the appointee reports for duty, his signature on Standard Form 78 is compared with the signature on the application to make sure that the person who is being appointed is the same person who reported for the medical examination.

PROBATIONARY PERIOD

24. The Department regards the probationary period as a highly significant phase in the acquisition of capable personnel. It is the final test, that of actual performance on the job, which no preliminary testing methods can approach in validity. The employee's conduct and performance in the actual duties of his position may be observed while on probation and if the circumstances warrant such action, he may be separated from the service at any time during the period. Thus, the probationary period affords an opportunity to prevent the permanent retention of any person who, in spite of having qualified in an examination

for the position, is found in actual practice to be lacking in fitness, and capacity to acquire fitness. The character of service rendered by the probationer should be carefully observed, as the postmaster must be the final judge of the qualifications of the person who is to be permanently employed.

Length of Period

25. (a) The civil service rules require a trial or probationary period of 1 year before a new appointment becomes final. The trial period shall begin with the date of appointment as a classified employee, except that continuous service rendered immediately preceding classified appointment in the same line of work will be counted toward completion of probation. The trial period for char employees regularly assigned for less than 5 hours daily, relief telephone operators, and relief laborers in the Custodial Service is 2,024 hours of actual service.

(b) Service in the armed forces of the United States, where the employee entered such service during his probationary period, will be counted toward completion of probation.

(c) Employees who have been carried for as long as 1 year upon appointment to classified positions in the same line of work, complete probation effective the dates they acquire a classified status. Appointment forms in such cases should bear an endorsement as follows: "Probationary period completed as of the effective date of this appointment." Employees who have been carried on the rolls for less than 1 year and who are appointed to classified positions in the same line of work complete probation at the expiration of 1 year of continuous temporary service and classified service combined. Appointment forms in such cases should be endorsed "Probationary period began effective as of date of appointment as temporary employee."
(Insert date)

Notice of Unsatisfactory Service

26. Whenever it becomes evident that a probationary employee is not performing satisfactory service in his position, he shall be notified in writing of his shortcomings. He shall be instructed as necessary in factors in which he is deficient and afforded an opportunity to improve the character of his services. If proper improvement is not shown after a reasonable length of time, the probationer should be warned and notified in writing again as to his shortcomings. He may be given a third warning, at the discretion of the postmaster. A final evaluation of his services should be made sufficiently in advance of the close of the trial period to enable proper action to be taken if the termination of the services of the employee is contemplated. Except where a probationary employee is guilty of serious

misconduct, he should not be separated during the final 30 days of his probationary period unless he has been given a written warning and afforded 30 days to show proper improvement in his work. Notwithstanding the procedure set out herein, a probationary employee should not be retained on the rolls until completion of his probationary period unless his work performance is satisfactory.

Report to Department

27. It is not necessary to submit a report to the Department if an employee completes his probationary period satisfactorily. If after full and fair trial during the probationary period the conduct, capacity, and efficiency of the probationer are not satisfactory to the appointing officer, the probationer should be so notified in writing with a full statement of reasons and this notice will terminate his services. Appropriate forms should be submitted to the Department reporting the employee's separation, accompanied by a copy of the letter terminating his services. An employee dropped during probation, even though a veteran, need not be given 30 days' notice of separation.

OATH OF OFFICE

28. Before entering upon the duties, and before they shall receive any salary, all persons employed in the Postal Service shall take and subscribe to an oath of office upon the form furnished by the Department before an officer authorized to administer oaths. Such oaths shall be retained in the files of the local offices, except that oaths of rural carriers shall be retained in the files of the rural disbursing offices. They shall be subject to the call of the Post Office Department or to inspection by a post office inspector or other officer of the Post Office Department. The oath of office of postmasters and acting postmasters shall be forwarded to the Bureau of Post Office Operations, Division of Postmasters.

Form of Oath

29. I (name of appointee), having been appointed (designate office or employment), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I do hereby solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads

within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States; so help me God.

I do further swear (or affirm) that I am not engaged in a strike against the Government of the United States and I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States. I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the Government of the United States by force or violence, and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence, or advocates strikes against the Government of the United States.

I do further swear (or affirm) (1) that I am a citizen of the United States, (2) am eligible for citizenship and have filed declaration of intention to become a citizen, or (3) owe allegiance to the United States.

I do further swear (or affirm) that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political assessments, etc.

(Signature of appointee)

Sworn to and subscribed before me, a
-----, ----- day of -----,
A. D. 19....

NOTE.—Mail contractors, subcontractors, star-route carriers, mail messengers, and other persons concerned in the transportation of the mails, except employees of railroads and steamboats, must take the special oath prescribed in the second paragraph above. Taken separately this special oath begins “I, A. B., do solemnly swear,” etc. Contractors cannot receive pay until such oath is taken and filed in the Post Office Department.

Postmasters, assistant postmasters and other postal supervisors, post-office inspectors, United States judges and district attorneys, United States commissioners, United States marshals, collectors of customs and internal revenue, notaries public, and all other officers, civil or military, holding commissions under the United States, may administer the oath.

ADMINISTERING OATHS

To Expense Accounts

30. Postmasters and assistant postmasters are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with a like force and effect as officers having a seal; for such service when so rendered, or when rendered on demand by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and no fee or money paid for the services herein described shall be paid or reimbursed by the United States.

To Pension Vouchers

31. The law provides that: (a) Postmasters at fourth-class offices are required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers with like effect and force as officers having a seal; and such postmaster shall affix the stamp of his office to his signature to such vouchers, and he is authorized to charge and receive for each voucher not exceeding 25 cents, to be paid by the pensioner.

(b) Rural free delivery carriers are required, empowered, and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers, with like effect and force as officers having a seal, and they are authorized to charge and receive for each voucher not exceeding 25 cents, to be paid by the pensioner.

A pensioner within the meaning of said laws and as referred to throughout this article may be any person to whom pension is due and payable from the United States and who is required to execute and present a voucher for the payment thereof, whether such person be in fact a pensioner, the wife of a pensioner, the guardian of a pensioner or of his wife or minor children, or a payee of pension as reimbursement on account of expenses of last sickness and burial of a pensioner. The term “voucher” applies not only to the form commonly so designated but to any and all sworn statements required in connection with such form.

A fourth-class postmaster or rural carrier may demand and receive but one fee for each voucher as prescribed by the laws, whether the voucher should include one or several papers or involve the administration of an oath to one or several persons, but he is entitled to the fee if called upon to authenticate any one of the papers necessary to complete a voucher where the others are required to be or have been exe-

cuted elsewhere; and he cannot refuse to authenticate a voucher or any paper necessary to its completion if the lawful fee be tendered. The laws do not empower postmasters or rural carriers to administer oaths in any other matters relating to pensions within the jurisdiction of the Administrator of Veterans' Affairs or any other Federal officer.

No report of the money received by postmasters or rural carriers as fees for authenticating pension vouchers need be made to the Department.

Persons having religious scruples against taking an oath may affirm. No particular set of words need be employed in administering the oath or taking the affirmation. It will be sufficient, in substance, to charge the persons swearing or affirming: "You do solemnly swear (or affirm) that the statements contained in the voucher signed by you are to your knowledge true."

In all cases where the voucher form calls for statements of possession and exhibition of the pension certificate, it must be exhibited to the postmaster or rural carrier at the execution of each and every voucher for the payment of any pension. When the certificate is lost or cannot for any other reason be exhibited, the voucher may be executed only upon the exhibition to the postmaster or rural carrier of a permit duly issued by the Administrator of Veterans' Affairs, and such permit must be securely attached to the voucher.

Postmasters should add after their names, when signed to vouchers, the word "Postmaster." Rural carriers shall attach their signatures to vouchers written in the same manner as signed to their official bonds, adding thereafter the words "Rural Carrier No. —," the name of the post office and the State.

Neither acting postmasters, assistant postmasters, temporary nor substitute rural carriers are qualified to authenticate pension vouchers. Vouchers authenticated by any such officials will not be accepted.

Postmasters and rural carriers shall place on each voucher in the place marked "L. S." a clear, distinct, and legible impression of the postmarking stamp, showing the date, name of the post office, and State. Vouchers authenticated by postmasters and rural carriers without using a postmarking stamp or with unsatisfactory impressions of the postmarking stamp will not be accepted.

To authenticate a voucher prior to the fourth day of the month in which the pension is payable and postdate the jurat to make it appear that the voucher was executed on any other than the actual date of execution; or to authenticate a voucher without the pensioner being present and duly sworn, or in the absence of

witnesses where witnesses are required; or to wilfully aid or assist in the making or in any wise procure the making or presentation of any false or fraudulent affidavit, declaration, certificate, voucher, or paper, or writing concerning any claim for pension, renders the offender liable to a fine not exceeding \$500, or to imprisonment for a term of not more than 3 years.

Inquiries concerning the execution of pension vouchers should be addressed to the Administrator of Veterans' Affairs, Washington, D. C.

Postmasters in Alaska as Notaries Public

32. Each postmaster within the Territory of Alaska is hereby authorized and directed to administer oaths and affirmations and to take acknowledgments, and to make and execute certificates thereof, and to perform all other functions of a notary public within said Territory, whenever an oath, affirmation, or acknowledgment or a certificate thereof is authorized, permitted, or required by any act or acts of Congress or of the Legislature of the Territory of Alaska.

Each certificate of oath, affirmation, or acknowledgment executed by a postmaster within the Territory of Alaska under the authority of this act shall be signed by the postmaster, with a designation of his title as such postmaster, shall have affixed thereto the postmarking stamp of the post office, and shall state the name of the post office and the date on which such oath or affirmation is administered or such acknowledgment is taken. Postmasters shall keep a memorandum of all deeds and other instruments of writing acknowledged before them and relating to the title to or transfer of property, which memorandum shall be transmitted to their successors in the office of postmaster and which shall be subject to public inspection.

Fees for Administering Oaths

33. No officer or employee in the executive service of the Government who is also a notary shall charge or receive any compensation whatever for performing any notarial act for another officer or employee in his official relation to the Government, nor charge or receive any compensation for performing a notarial act for any person during the hours of such notary's service to the Government, including the period allowed for lunch; except that postmasters at fourth-class offices and rural carriers are permitted to charge a fee for administering oaths at any time in connection with the execution of pension vouchers. (See art. 31 of this chapter.)

At post offices where customs officers are not stationed, the postmaster or assistant postmaster is authorized to administer any oaths required to be made to statements

in customs documents by importers of merchandise, not exceeding \$100 in value, through the mails, and no compensation or fee shall be demanded or accepted for administering such oaths.

EMPLOYEES' SURETY BONDS

Postmasters

34. An official bond and oath of office shall be executed by every person appointed postmaster or acting postmaster on a blank furnished by the Bureau of Post Office Operations, Division of Postmasters. The official bond shall be signed by the appointee as principal and one or more approved bonding companies or two or more individual sureties, and the signature of the principal and sureties attested by witnesses. An authorized officer shall administer the oath of justification to the individual sureties as to their financial responsibility.

After execution the official bond shall be transmitted to the Division of Postmasters.

Every postmaster shall record in the account book the name of the surety on his bond and the amount of the penalty of the bond.

Postmasters shall furnish new bonds whenever deemed necessary by the Bureau of Post Office Operations, Division of Postmasters. Also upon the death, insolvency, or other disability of one or more of the personal sureties on the postmaster's bond, or whenever any postmaster under bond with personal sureties has remained in office for 4 years from the effective date of his last official bond. Postmasters shall report promptly to the Department the death, insolvency, or other disability of a personal surety. Failure to do so will be deemed sufficient cause for removal.

Employees at First-, Second-, and Third-Class Offices

35. Form.—All employees of first-, second-, and third-class post offices shall furnish bonds executed to the United States in accordance with the forms prescribed by the Department. (See articles 40 and 41 of this chapter for special instructions concerning bonds of rural carriers and special delivery messengers.)

The bond may be either personal or corporate surety. It is preferred that bonds furnished by one of the surety companies authorized to act as sureties on official bonds be given. A list of surety companies acceptable on bonds is given in article 44 of this chapter.

Whenever an employee required to furnish a bond is appointed, a bond shall be properly executed on Form 1117 (or Form 1170 to cover assistant disbursing officers).

Forms 1117 and 1170 may be secured from the central accounting office.

The bonds given to the United States by employees in post offices under their roster designation shall apply to and cover the faithful discharge of all duties and trusts imposed upon them, and the due accounting of all moneys which may come into their possession while performing the duties of any other employee or of any position under any other roster designation or classification whatever.

36. Change in duties.—Employees when transferred from one post office to another, are not required to furnish new bonds if the bonds covering them are executed on Form 1117, as this form covers an employee in any post office to which he may be transferred. The bonds should be forwarded promptly to the postmaster at the office to which the employee has been transferred. Substitutes promoted to regular positions or clerks transferred to carriers, or vice versa, need not file new bonds unless, in the opinion of the postmaster, the increased responsibility of the employee demands that a new bond be furnished.

37. Amount.—The amount of bond in each instance shall be fixed by the postmaster, based upon financial responsibility according to the schedule printed in article 43 of this chapter. If at any time the financial responsibility of an employee is increased, a new bond commensurate with the increased responsibility should be required. Postmasters shall require all bonds to be examined at least once every 2 years as to the sufficiency of the sureties and the sufficiency of the amounts, and shall approve or fix the amounts at least once in 2 years or oftener as deemed necessary.

38. General.—(a) Bonds furnished by employees are simply additional security of which the United States may avail itself in case of loss, and do not in any way affect the liability of postmasters upon their official bonds for the proper discharge of all the duties of their office and the due accounting for all public funds which may be in, or come into, their custody as postmaster; and postmasters and their sureties are responsible on their official bonds to the same extent as theretofore for the defaults and defalcations of their subordinates.

(b) Money received by employees in a post office is, in contemplation of law, received into the official custody of the postmaster; and the fact that such money is embezzled by an employee does not constitute a defense to an action to recover.

(c) Postmasters may represent the employees of their offices in negotiating premium rates with surety companies, but shall not solicit or accept commissions from such companies, nor seek to compel employees to do business with any particular company.

(d) Bonds of employees, except rural carriers (see art. 40 of this chapter), shall be accepted by the postmaster for and on behalf of the Postmaster General and shall be kept on file in the office where the employee is performing service.

(e) Before approving a bond of an employee, the postmaster should see that it has been executed in accordance with instructions printed thereon, and that the attorney or agent is empowered by the company to execute bonds.

(f) If corporate surety is furnished by an employee, the agent or representative signing for the company must affix an impression of the seal of the company, and exhibit his authority to act on behalf of such company to the limit of the penalty of the bond in question.

(g) If a postmaster is in doubt as to whether an agent or attorney is authorized to do business for a certain surety company, he should communicate with the Bureau of Post Office Operations, Division of Postmasters, before any bond is approved by him.

(h) After approval, the name of the surety company and the amount of the bond shall be entered on the employee's roster card. Bonds shall be filed in alphabetical order in a place safe from destruction by fire and protected from molestation and unauthorized access or withdrawal. Post office inspectors or other authorized agents of the Department shall have access to the bond file, but no employee shall have access to his own bond. Failure on the part of the postmaster to have the required bonds on file will be regarded as a serious irregularity.

Employees at Fourth-Class Offices

39. Assistant postmasters and clerks at fourth-class offices shall not be required to furnish bond to the United States; but such assistant postmasters and clerks may be required to give bond in favor of the postmaster if he so desires.

Rural Service

40. (a) Every regular, auxiliary, temporary and substitute rural carrier is required to furnish bond in the amount of \$500. Temporary (emergency) substitutes are not required to furnish a bond. Clerks in charge of rural stations are required to furnish bond in the amount of \$500, except that at offices of the first and second classes where the postmaster considers that because of an unusual amount of business, the bond should be in a larger amount, the postmaster shall fix the amount commensurate with the responsibility involved. Bond Forms 4076 for rural carriers and 4059 for clerks in charge of rural stations may be obtained from the rural disbursing postmaster, who shall see that the forms are properly executed and are returned to him for filing.

(b) Bonds to be acceptable shall be signed by two personal sureties, each of whom is worth the sum of \$500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

(c) The postmaster shall at once notify the rural disbursing postmaster upon the death, insolvency, removal from the locality or other disability of one or more of the personal sureties on the bond of a regular, substitute or temporary rural carrier, or the bond of a clerk in charge of a rural station, as, in such case, a new bond must be furnished.

(d) Bonds shall be examined at least once every 2 years to ascertain the sufficiency of the sureties thereon. In order to determine the sufficiency of the sureties on personal bonds, the disbursing postmaster should send Forms 4050 and 4053 to the postmaster involved for completion. When Form 4050 is returned, and the postmaster indicates that the sureties are solvent and sufficient, the form should be filed with the bond. If it is indicated that one or more of the sureties are insufficient or that one or more of the sureties have died, a new bond must be executed.

(e) Each personal surety bond must be renewed every 4 years by the execution of a new bond, and it is incumbent upon the disbursing postmaster to see that this is done. The payment of annual premiums constitutes a renewal of corporate surety bonds.

(g) All retired bonds should be kept on file by the disbursing postmaster and under no circumstances returned to the sureties. Such bonds must not be destroyed without specific authority from the Department.

Special-Delivery Messengers

41. At first-class offices all special-delivery messengers shall be required to give bond in the amount of \$1,000.

At all second-class post offices special-delivery messengers shall be required to give bond in the sum of \$1,000 where their earnings are such as to permit their regular employment at a reasonable compensation. Bond Form 1117 shall be used. At offices where the bonding of messengers is not feasible, postmasters are held responsible, under law, for the delivery of special delivery mail.

Payment of Renewal Premiums

42. It is the duty of every postmaster to see that renewal premiums on bonds are paid promptly, and arrangements made with the bonding companies to have all renewal premiums fall due either on January 1, or July 1, of each year, except that where postmasters have previously

fixed a given date for renewals, it need not be changed.

Schedule of Amounts of Bonds

43. Considerable latitude is permitted a postmaster in determining the amount of bond required. He is the best judge as to the amount of bond necessary to protect the Government against loss. If at any time the financial responsibility of an employee is increased, a new bond commensurate with his increased responsibility should be required. In order to obviate the possibility of error and prevent any question as to the liability of a bonding company, only one bond covering the full amount for an employee should continue in force. Old bonds must not be returned to the bonding company, but must be retained in a safe place in the office, as collection thereon may be made at any future date should it be ascertained later than an employee's defalcations were committed during the period the old bond was in force.

The bond of an assistant postmaster shall not be less than 25 percent of the bond of the postmaster.

At second-class offices where the position of assistant postmaster has not been specifically authorized, and at third-class offices, the bond of the employee designated to perform the duties of postmaster in his absence shall not be less than 25 percent of the bond of the postmaster.

The following schedule is intended merely as a guide in fixing the amount of bond which should be furnished.

General superintendent of finance.....	\$10,000
General superintendent of mails.....	5,000
Assistant general superintendent of finance.....	10,000
Assistant general superintendent of mails.....	3,000
Superintendent (postal finance)...	10,000
Superintendent (money orders)...	10,000
Superintendent (registry).....	10,000
Superintendent of mails.....	3,000
Superintendent (incoming mails)...	2,000
Superintendent (outgoing mails)...	2,000
Superintendent (carriers).....	2,000
Superintendent of station.....	5,000
Senior assistant superintendent (executive section or division of mails).....	2,000
Senior assistant superintendent (registry section or division of finance).....	7,000
Assistant superintendent (executive section or division of mails).....	2,000
Assistant superintendent of station.....	2,000
Assistant superintendent (registry section or division of finance)...	5,000
Auditor.....	2,000

Assistant auditor.....	\$2,000
Chief station examiner.....	3,000
Station examiner.....	3,000
General foreman (executive section or division of mails).....	2,000
General foreman (registry section or division of finance).....	5,000
Foreman (executive section or division of mails).....	2,000
Foreman (registry section or division of finance).....	3,000
Clerk in charge (executive section or division of mails).....	2,000
Clerk in charge (registry section or division of finance).....	3,000
Wholesale stamp clerk.....	5,000
Stamp clerk (with fixed credit of more than \$1,000).....	2,000
Stamp clerk (with fixed credit of \$1,000 or less).....	1,000
Money order or postal savings clerk.....	2,000
Registry clerk.....	2,000
Carrier.....	1,000
Clerk.....	1,000
Clerk in charge of contract station.....	1,000
Mail handler.....	1,000
Substitute clerk or carrier.....	1,000

Vehicle Service

Superintendent.....	2,000
Assistant superintendent.....	2,000
Chief of records.....	2,000
Chief of supplies.....	2,000
Route supervisor.....	2,000
Chief dispatcher.....	2,000
Dispatcher.....	1,000
Chief mechanic.....	2,000
Mechanic in charge.....	1,000
Special mechanic.....	1,000
General mechanic.....	1,000
Clerk.....	1,000
Mechanic's helper.....	1,000
Driver-mechanic.....	1,000
Garageman-driver.....	1,000

Custodial Service

All employees.....	1,000
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List of Surety Companies Acceptable on Bonds of Postal Employees

44. Names of companies, locations of principal executive offices, and States in which incorporated:

CALIFORNIA

Associated Indemnity Corp., St. Louis, Mo.
Fireman's Fund Indemnity Co., San Francisco.
Founders' Insurance Co., Los Angeles.
National Automobile & Casualty Insurance Co., Los Angeles.
Pacific Employers Insurance Co., Los Angeles.
Pacific Indemnity Co., Los Angeles.

Pacific National Fire Insurance Co., San Francisco.
 West American Insurance Co., Los Angeles.
 Western National Insurance Co., San Francisco.

CONNECTICUT

The Aetna Casualty & Surety Co., Hartford.
 Aetna Insurance Co., Hartford.
 The Century Indemnity Co., Hartford.
 The Connecticut Fire Insurance Co., Hartford.
 The Connecticut Indemnity Co., New Haven.
 Hartford Accident & Indemnity Co., Hartford.
 Mechanics & Traders Insurance Co., Hartford.
 National Fire Insurance Co. of Hartford.
 The Phoenix Insurance Co., Hartford.
 Security Insurance Co. of New Haven.
 The Travelers Indemnity Co., Hartford.
 The World Fire & Marine Insurance Co., Hartford.

DELAWARE

Saint Paul-Mercury Indemnity Co., Saint Paul, Minn.

ILLINOIS

American Motorists Insurance Co., Chicago.
 Continental Casualty Co., Chicago.
 Lumbermen's Mutual Casualty Co., Chicago.¹
 Transportation Insurance Co., Chicago.

INDIANA

American States Insurance Co., Indianapolis.
 Capitol Indemnity Insurance Co., Indianapolis.

IOWA

Employers Mutual Casualty Co., Des Moines.
 Farmers Elevator Mutual Casualty Co., Des Moines.
 Hawkeye-Security Insurance Co., Des Moines.

KANSAS

The Alliance Mutual Casualty Co., McPherson.
 The Kansas Bankers Surety Co., Topeka.
 The Western Casualty & Surety Co., Fort Scott.

MAINE

Maine Bonding & Casualty Co., Portland.

¹ Licensed to do a Fidelity & Surety Business in the State of New York under the name of "(American) Lumbermen's Mutual Casualty Co."

MARYLAND

American Bonding Co. of Baltimore.
 Fidelity & Deposit Co. of Maryland, Baltimore.
 Maryland Casualty Co., Baltimore.
 United States Fidelity & Guaranty Co., Baltimore.

MASSACHUSETTS

American Employers' Insurance Co., Boston.
 American Mutual Liability Insurance Co., Boston.
 Boston Insurance Co., Boston.
 The Employers' Fire Insurance Co., Boston.
 Liberty Mutual Insurance Co., Boston.
 Massachusetts Bonding & Insurance Co., Boston.
 New England Insurance Co., Springfield.
 Old Colony Insurance Co., Boston.
 Springfield Fire & Marine Insurance Co., Springfield.

MICHIGAN

Auto-Owners Insurance Co., Lansing.
 National Casualty Co., Detroit.
 Standard Accident Insurance Co., Detroit.

MINNESOTA

Anchor Casualty Co., St. Paul.
 St. Paul Fire and Marine Insurance Co., St. Paul.

MISSOURI

American Automobile Insurance Co., Saint Louis.
 Central Surety & Insurance Corp., Kansas City.
 Employers Reinsurance Corp., Kansas City.
 Kansas City Fire & Marine Insurance Co., Kansas City.
 Transit Casualty Co., Saint Louis.

NEW HAMPSHIRE

Granite State Fire Insurance Co., Portsmouth.
 National Grange Mutual Liability Co., Keene.
 New Hampshire Fire Insurance Co., Manchester.
 Peerless Casualty Co., Keene.

NEW JERSEY

The Camden Fire Insurance Association, Camden.
 Commercial Insurance Co. of Newark, N. J.
 Federal Insurance Co., New York, N. Y.
 International Fidelity Insurance Co., Jersey City.
 Newark Insurance Co., New York, N. Y.

NEW YORK

American Credit Indemnity Co. of New York, Baltimore, Md.
 American Guarantee & Liability Insurance Co., Chicago, Ill.
 American Reinsurance Co., New York.
 American Surety Co. of New York.
 Columbia Casualty Co., New York.
 Excess Insurance Co. of America, New York.
 The Fidelity & Casualty Co. of New York.
 Franklin National Insurance Co. of New York, Hartford, Conn.
 General Reinsurance Corp., New York.
 Glens Falls Indemnity Co., Glens Falls.
 Glens Falls Insurance Co., Glens Falls.
 Globe Indemnity Co., New York.
 Great American Indemnity Co., New York.
 The Hanover Fire Insurance Co., New York.
 The Home Indemnity Co., New York.
 The Home Insurance Co., New York.
 London & Lancashire Indemnity Co. of America, Hartford, Conn.
 Merchants Indemnity Corp. of New York.
 The Metropolitan Casualty Insurance Co. of New York, Newark, N. J.
 National Surety Corp., New York.
 New Amsterdam Casualty Co., Baltimore, Md.
 North American Casualty & Surety Reinsurance Corp., New York.
 Phoenix Indemnity Co., New York.
 Royal Indemnity Co., New York.
 Seaboard Surety Co., New York.
 Standard Insurance Co. of New York, Hartford, Conn.
 Sun Indemnity Co. of New York.
 Transcontinental Insurance Co., Hartford, Conn.
 United National Indemnity Co., Hartford, Conn.
 United States Casualty Co., New York.
 United States Guarantee Co., New York.
 Vigilant Insurance Co., New York.
 The Yorkshire Indemnity Co. of New York.

NORTH CAROLINA

Carolina Casualty Insurance Co., Burlington.

OHIO

The Buckeye Union Casualty Co., Columbus.
 The Ohio Casualty Insurance Co., Hamilton.
 Ohio Farmers Indemnity Co., LeRoy.
 The Summit Fidelity & Surety Co., Akron.

OKLAHOMA

Tri-State Insurance Co., Tulsa.

PENNSYLVANIA

American Casualty Co. of Reading, Pa.
 Eureka Casualty Co., Philadelphia.

Fire Association of Philadelphia, Philadelphia.
 Indemnity Insurance Co. of North America, Philadelphia.
 Manufacturers' Casualty Insurance Co., Philadelphia.
 National Union Fire Insurance Co. of Pittsburgh, Pa.
 National Union Indemnity Co., Pittsburgh.
 Reliance Insurance Co. of Philadelphia.

RHODE ISLAND

Providence Washington Indemnity Co., Providence.

SOUTH DAKOTA

Western Surety Co., Sioux Falls.

TEXAS

American General Insurance Co., Houston.
 American Indemnity Co., Galveston.
 Commercial Standard Insurance Co., Fort Worth.
 Employers Casualty Co., Dallas.
 Houston Fire & Casualty Insurance Co., Fort Worth.
 Texas Indemnity Insurance Co., Galveston.
 Traders & General Insurance Co., Dallas.
 Trinity Universal Insurance Co., Dallas.

VERMONT

American Fidelity Co., Manchester, N. H.

VIRGINIA

Virginia Surety Co., Inc., Toledo, Ohio.

WASHINGTON

General Casualty Co. of America, Seattle.
 General Insurance Co. of America, Seattle.
 Northwest Casualty Co., Seattle.
 United Pacific Insurance Co., Tacoma.

WISCONSIN

Employers Mutual Liability Insurance Co. of Wisconsin, Wausau.

COMPANIES AUTHORIZED TO DO A REINSURANCE BUSINESS ONLY

Accident & Casualty Insurance Co. of Winterthur, Switzerland (U. S. Office, New York, N. Y.).
 Car & General Insurance Corp., Ltd., London, England (U. S. Office, New York, N. Y.).
 The Employers' Liability Assurance Corp., Ltd., London, England (U. S. Office, Boston, Mass.).
 The Guarantee Co. of North America, Montreal, Canada (U. S. Office, New York, N. Y.).
 Insurance Co. of North America, Philadelphia, Pa.

London Guarantee & Accident Co., Ltd.,
London, England (U. S. Office, New
York, N. Y.).

The Ocean Accident & Guarantee Corp.,
Ltd., London, England (U. S. Office,
New York, N. Y.).

Swiss Reinsurance Co., Zurich, Switzer-
land (U. S. Office, New York, N. Y.)

TRANSFERS WITHIN POSTAL SERVICE

General

45. The Postmaster General may, when the interest of the service requires, transfer any clerk to the position of carrier or any carrier to the position of clerk and interchange the clerical force between the post office and the Vehicle Service and the clerical force of the Custodial Service, such transfer or interchange to be made to the corresponding grade and salary of the clerk or carrier transferred or interchanged.

The time which any clerk or carrier served in the grade from which transferred shall be counted in connection with the service to which transferred in computing the time of service necessary to entitle such employees to promotion.

Recommendations for transfer and mutual exchange should be made only when the best interest of the service will be served. Each recommendation should include a statement as to whether the applicant is physically able and otherwise qualified to perform the duties of the position to which he is to be assigned, and be accompanied by the employee's written request therefor.

Transfers from one office to another shall be made only in exceptional cases. Applications for transfer or mutual exchange to another office shall contain a full statement of the reasons for the request and be addressed to the postmaster at the office to which transfer is desired, and submitted to the postmaster at the office where the applicant is employed. The latter postmaster shall forward the application, accompanied with a statement of the applicant's record and any pertinent facts in the case, to the postmaster addressed. If the postmaster at the office to which transfer is desired approves the application, he shall forward it, with his recommendation, to the Department for approval. Employees to be eligible for transfer from one position to another must have served one half of the probationary period. Employees may transfer in the same position from one post office to another regardless of the period of probation served.

Recommendations for transfer and mutual exchange, together with a written application of the employee, shall be submitted to the proper bureau of the Department on the forms provided, in quadrupli-

cate. When the transfer or exchange involves employees under the jurisdiction of another bureau, a medical certificate on Form 78, completely executed, including a report on blood pressure and urinalysis, shall also be submitted.

An exchange of positions between a regular and substitute employee or between a regular employee and a supervisor is not considered a mutual exchange and may not be approved.

In cases of mutual exchanges, it should be understood that the employees concerned need not be assigned to the actual position occupied by the employees with whom they exchange. The employees should be assigned where their services can be used to the best advantage, proper consideration being given to seniority.

It must be distinctly understood by the employees concerned that upon formal approval of the proposed change of positions, the Department will not rescind its action at the request of either of the employees concerned but only on request of both, together with the approval of the postmaster or postmasters involved.

Employees in other branches of the Postal Service who apply for transfer to a position in the custodial service which is reserved for veterans, must be entitled to military preference. Custodial employees who transfer from one position to another within the custodial service in the city in which employed, are not required to have military preference.

Transfer of Substitute

46. The transfer of a substitute within a post office may not be made except to the foot of the substitute roll. Mutual exchanges of positions between substitutes may be made, but not to any higher position on the substitute roll than that occupied by the substitute with whom he exchanges places, nor to a higher position than would have been acquired if the substitute had been appointed originally to the roll to which transfer is being made. When a substitute is transferred from a roll and afterward retransferred to the roll upon which his name originally appeared, his name shall be entered upon such roll in the order of his original appointment. A substitute transferred from one post office to another shall go to the foot of the substitute list.

Within Custodial and Vehicle Service

47. When a vacancy occurs in a position in the Custodial or Vehicle Service to which a change in designation of an employee in a lower position is possible, the postmaster shall post a notice of the vacancy listing the title, salary, duties, and minimum civil-service qualifications. At least 10 working days should be allowed in which to submit applications. Appli-

cation should be made on Form 57. Only qualified applicants with satisfactory efficiency ratings in the branch of the service where the vacancy exists shall be considered. Seniority in these cases consists of total service rather than seniority in the current position. The recommendation for transfer of the senior qualified applicant accompanied by Form 57 shall be submitted for prior approval to the proper division of the Bureau of Facilities. A statement that the position has been posted and the senior qualified applicant selected, should accompany the recommendation. If the senior qualified applicant is not recommended the postmaster must state his reasons for selecting a junior employee.

The following example is cited: A position of general mechanic in the Custodial Service is vacant, and applications are received from a laborer, elevator operator, and fireman laborer. If the laborer is senior in total service and has sufficient qualifying mechanical experience, he must be the employee recommended.

Consideration may be given to the transfer of an employee from another branch of the Postal Service only when there are no qualified applicants in the branch of the service where the vacancy exists.

NOTE.—Driver mechanic positions in the Vehicle Service will be filled by the senior employee on the garageman-driver/driver-mechanic eligible list, in accordance with agreement with the Civil Service Commission dated October 7, 1947.

Payment for an Exchange of Positions

48. Employees are warned that it is unlawful to give or receive payment, directly or indirectly, to effect an exchange of positions in the same or different post offices, or any place in the public service, the offense being punishable by fine and imprisonment, and disqualification from holding any office in the Federal Government.

REINSTATEMENTS AND TRANSFERS FROM OTHER SERVICES

49. Civil-service rules provide that a person separated without delinquency or misconduct or inefficiency from a competitive position, or to accept another appointment in the executive civil service, may be reinstated upon certificate of the Civil Service Commission subject to the following conditions:

(a) Upon recommendation for reinstatement by the appointing officer having a vacancy to fill, made within 1 year of separation if the period of service was less than 2 years; within 2 years if the period of service was 2 years or more but less than 3 years; within 3 years if the period of service was 3 years or more but less

than 4 years; within 4 years if the period of service was 4 years or more but less than 5 years; and without time limit if the period of services was 5 years or more.

(b) A former classified employee entitled to military preference in appointment may be reinstated without time limit.

(c) A former classified employee retired because of total disability who is eligible for reinstatement by reason of recovery and termination of annuity, shall be eligible for reinstatement, subject to the conditions and limitations of the civil-service rules.

(d) No person may be reinstated to a position in the classified service who did not have a classified status at the time of separation, or eligibility for such status through examination.

(e) No person may be reinstated to a position in the classified service without passing an appropriate noncompetitive examination testing fully his present fitness for the position when the Commission shall so require.

Recommendations for reinstatement must be made by letter before the expiration of the period of eligibility, accompanied by a physician's certificate (Form 78) stating the applicant's physical condition and whether in the judgment of the physician he is fully able to perform his official duties, and a statement as to the number of members of his family in the Federal Service. In every case where the applicant resigned because of ill health, the physician must state the illness that necessitated separation and whether recovery has been complete. An applicant for reinstatement claiming eligibility by reason of military service must furnish with his application a certified copy or a photostat of his honorable discharge. If the person recommended for reinstatement has been out of service for more than 5 years, Form 57 should accompany the recommendation.

Applicants for reinstatement should be cautioned to use great care and to give their correct date of birth on the various forms in order to avoid delay and difficulty in effecting their reinstatement.

There are certain civil-service requirements and formalities to be observed in cases involving transfers from other services as well as reinstatements which take considerable time. Recommendations for such changes should therefore be submitted to the Department as far as possible in advance of the effective date, in order that the matter may be taken up with the other bureaus concerned and with the Civil Service Commission. Whatever the exigencies of the service may be, an applicant for transfer or reinstatement must not be employed before receipt of specific authorization by the Department.

Recommendations for transfer or reinstatement to a position in the Custodial Service which is reserved for veterans must be of persons entitled to military preference.

Salary of Former Employee Upon Reinstatement

50. The salary of a former postal employee upon reinstatement or reappointment, including reappointment in an unclassified status, may be set at the initial rate, or at a rate comparable to that received at the time of separation, or at any intermediate rate. This does not apply to Christmas temporary appointments or, as a rule, to those of limited duration or of an emergency nature.

When a salary above the initial rate is recommended, the reasons for doing so should be stated. Once a salary is set no change may be made unless it can be shown that an actual error was made due to lack of pertinent information. Care should therefore be exercised in ascertaining whether a prospective employee has had prior service and whether the salary recommended by the postmaster, subject to department approval is agreeable to the applicant.

RESIGNATIONS

51. Any resignation submitted should be in writing. The resignation of a substitute rural carrier should be transmitted to the rural disbursing postmaster, together with the name of some suitable person agreed upon by the postmaster and regular carrier for appointment to fill the vacancy. Personnel forms reporting separation to the Department should be endorsed to show the reason for resignation.

A resignation shall not be requested by the postmaster or by anyone for him. However, if an employee resigns verbally, he may be requested to submit his resignation in writing.

SEPARATION OF SUBSTITUTE AND TEMPORARY EMPLOYEES

52. The separation of substitute employees shall be reported promptly to the Department on the proper form listed in article 54 of this chapter. If the separation of a classified employee is by resignation, the written resignation should accompany the form. Forms covering the separation of temporary employees incident to replacement by classified employees should accompany the forms covering the classified appointments.

PERSONNEL FOLDERS

53. Postmasters shall establish and maintain an official personnel folder (item 87 special) for each classified and indefinite

employee in their offices except rural carriers. The folder must be established upon appointment. Folders for all rural carriers will be established and maintained only at rural disbursing offices.

The right side of the folder will be used for papers required as a permanent record and will include the following items: Form 57, Application for Federal Employment; any papers concerning physical fitness; copy of notice to employee of personnel action; Form P. O. 61, Appointment Affidavit; nonstrike affidavit if not included as part of Form P. O. 61; Form 14, Veteran Preference Claim, for employees with 10-point preference; papers concerning veteran status, except certificate of discharge, which must be returned to the employee; civil service examination papers; Form 37, notice of retirement status; Form C. A. 1, copy of employee's notice of injury or occupational disease; official letters of commendation or reprimand; Form 84, copy of Request for Report on Loyalty Data, and any other report thereon. (The employee's bond should not be filed in the official personnel folder.)

The left side of the folder will contain papers of a temporary value, to be fastened in the folder at the bottom. In general, these are documents leading to a formal action but not constituting a record of it nor making a contribution to the employee's service record. The following, while not all-inclusive, will serve as a guide: General correspondence with the regional director; letters of release; letters of reference; notice of proposed retirement; all personal debt correspondence; Bureau of Employees' Compensation forms except Form C. A. 1; Form 92, copy of supervisor's report of accident; miscellaneous correspondence.

When an employee is transferred to another post office or Government agency, the official personnel folder must be forwarded to the organization where the employee is transferred. Before the folder is forwarded, the papers of a temporary value, filed on the left side, should be removed and filed elsewhere or disposed of in accordance with regular procedure for disposal of records. Papers required as a permanent record, filed on the right side, will remain in the folder. However, confidential papers should not be released unless authorized by the Department. Upon transmittal of the folder, the postmaster should record, in any appropriate existing records, the name of the employee, the name and location of the Government agency where transferred, and the date of transfer.

Whenever a person is employed in a classified or indefinite status who has served in any branch of the Federal Government on or after April 1, 1947, the postmaster

should request transfer of the official personnel folder from the agency or other post office in which the person was last employed.

PERSONNEL FORMS

54. Following is a list of forms to be used in recommending and reporting personnel actions. These forms shall be submitted direct to the proper bureau of the Department except where directed to be forwarded through the regional civil-service director.

Employees (except rural carriers) under jurisdiction of the Bureau of Post Office Operations

- 1530..... Annual grade promotions.
- 1531..... Appointment of substitute (forward form through civil-service regional director if appointment is from register. (See article 11 of this chapter.)
- 1532..... Report of separation.
- 1533..... Changes in office force (Promotion, reduction, change in status, transfer and reinstatement).
- 1534..... Withholding promotion.

Custodial Service under jurisdiction of the Bureau of Facilities

- BOM-1 Appointment. (Forward through regional civil-service director if appointment is from register.) Also used for reinstatement and transfer other than within the custodial service.
- BOM-2 Separation.
- BOM-62 Automatic promotion, change in status, and transfer within custodial service.
- BOM-62-A.. Withholding promotion.

In submitting recommendations or reports of personnel actions the names of employees concerned must be given on the forms exactly as they appear on the eligible register. If the postmaster knows that a name as it appears on the eligible register is not correct, the matter should be taken up with the eligible and with the regional civil-service director for the purpose of correcting it. A full given name and initial or initials should be given.

All personnel forms showing appointments, reinstatements, changes in roster designation, and separations must show date of birth and whether the employee is male or female, veteran or nonveteran. Immediately to the right of the name, indicate "MV" for male veteran, "MN" for male nonveteran, "FV" for female veteran, "FN" for female nonveteran. The first communication forwarded to the Department by a

postmaster relative to complaint against an employee should be similarly endorsed to indicate whether such employee is male or female, veteran or nonveteran.

CONDUCT AND DISCIPLINE

55. Employees shall be civil, prompt, and obliging in the performance of their duties. They shall attend quietly and diligently to their duties, and shall refrain from loud talking and the use of profane language. They must not drink intoxicating liquor while on duty, and carriers must not do so in public places while in uniform. Any employee who becomes intoxicated while on duty, or who is addicted to intemperance, may be removed from the service. Carriers shall not loiter or stop to converse on their routes. City and village carriers shall not smoke while serving their routes.

Debts

56. Postmasters and employees shall not borrow money or contract debts which they have no reasonable prospect of being able to pay. They are required to pay their just debts, and failure to do so will be regarded as cause for disciplinary action. Postmasters shall handle all preliminary correspondence in regard to indebtedness on the part of employees. When the first complaint of failure to meet obligations is received, the employee should be interviewed. If it is found that the complaint is due to misunderstanding or that the claim is justly disputed and that further complaints are not likely to be received, no further action need be taken. If it is found that the employee is in financial difficulties and not able to meet his current obligations, he should be made to understand that this condition reflects not only upon him personally, but upon all other employees of the office and on the service generally.

The employee should be required to submit a detailed signed list of all outstanding indebtedness, as well as a signed statement listing his living expenses and a statement of his earnings, any other source of income, and the earnings of any members of his family. The postmaster should then arrange with the employee what may be considered a reasonable amount to be paid each pay day. The employee should be required to sign a statement to the effect that he will pay the amount agreed upon regularly, and will not incur any avoidable debts without notifying the postmaster until the outstanding obligations have been paid. After the agreement has been made the postmaster must see that the employee keeps his promise by having him exhibit receipts each pay day. If the employee does not cooperate or fails to keep his agreement, steps should be taken toward disciplinary action, charges being preferred in

accordance with article 67 of this chapter. Postmasters shall not coerce employees into paying unjust debts.

Gifts to Superiors

57. No officer, clerk or employee of the United States Government shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in an official superior position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government service receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this provision shall be summarily discharged from the Government service.

Soliciting Contributions or Gifts From the Public

58. (a) Postmasters and employees shall not solicit from patrons, for themselves or for any organization with which they are affiliated, in person or through others, contributions of money or anything else of value; neither shall they issue addresses, complimentary tickets, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; nor distribute, offer for sale, or collect the proceeds of the sale of tickets for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind, nor issue for profit souvenirs or postal handbooks to secure the patronage of the public.

(b) Where national, State, or large sectional conventions of service organizations are held, the postmaster may appoint a committee of three, consisting of himself, a member of the service organization involved, and a member of the local chamber of commerce or civic organization interested in securing conventions. This committee shall prepare an itemized budget showing the estimated revenue, the manner in which such revenue is to be raised and the contemplated expenditures. The budget should be signed by all members of the committee and submitted to the Department for consideration. If approved, any necessary fund may be raised under the direction of the committee. The Department has no objection to a donor being given advertising space in a souvenir program of a convention but will not permit solicitation of funds on the basis of selling such advertising space. Within 60 days after the close of the convention a statement shall be prepared by the postmaster showing the amount of money raised and how it was expended, which statement shall be made a part of the records of the post office.

(c) The publication and circulation by employees or employee organizations of

booklets, pamphlets, or other prints for the purpose of financing conventions, either State or national, balls, or entertainments involving solicitation for advertisements, will be deemed a violation of the Department's rule against solicitation and will not be countenanced. Solicitation for the above purpose by individuals or professional solicitors not connected with the service on a fee or contract basis will be regarded as an evasion of the rule and will not be permitted. There is no objection, however, to the publishing and circulating of booklets, pamphlets, or prints when the cost thereof is paid by the individual employees or employee organizations.

(d) Nothing in this article shall preclude an employee from acting as an official of a religious, fraternal, or civic non-political organization which is supported by dues or contributions from its own members. (See Art. 63 of this chapter.)

Compiling City Directories

59. Postmasters and employees shall not compile city directories for public use or assist publishers in compiling the same; nor request publishers to send free copies thereof to them, nor accept any money or gratuity arising from the publication of such directories.

Receiving Fees

60. No person employed in the Postal Service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment.

Holding State or Municipal Offices

61. No person employed by the Post Office Department shall be a candidate for or accept or hold any office in any State, Territorial, county, or municipal government, with or without pay or compensation, except as hereinafter specified:

An employee of the Post Office Department may be a member of or hold a commission in the National Guard; he may serve as a notary, as a member of a volunteer fire department, school committee, board of education, public library, or religious or eleemosynary institution, incorporated or established or sustained by State or municipal authority, provided the duties of the position do not involve any political activity. Service in any of the above-mentioned capacities will not be permitted if it interferes with the regular and efficient discharge by the employee of the duties of his federal position or office.

The permission to hold local offices is subject to the general prohibition of section 9 of the act of August 2, 1939 (5 U. S. C. 118i) (the Hatch Act), as amended (5 U. S. C. 118n), against participation in political management and in political campaigns by Federal employees. If the acceptance or holding of any local

office whatever involves participation in political management or in political campaigns, its incumbency by a Federal employee is prohibited. Activity which is confined to elections of strictly local character, the issues of which, and the personalities of the candidates as such, being divorced entirely from State and national political parties is not prohibited. Questions relating to constitutional amendments, referendums, approval of municipal ordinances, and others of a similar character shall not be deemed to be specifically identified with any national or State political party.

Political Conduct

62. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of the civil-service rules are in the competitive classified service, while retaining the right to vote as they please and to express their opinions on all political subjects, shall take no active part in political management or in political campaigns.

Officers and employees of the Post Office Department and Postal Service shall not be precluded from exercising their political privileges, but shall not use their official positions to control elections or political movements.

Outside Employment

63. Postmasters and employees in post offices shall not engage in any business or vocation that will interfere with their official duties, nor in which their employment in the Postal Service will give them an advantage over others not in the service engaged in a similar business or vocation. No postmaster or employee shall engage in any business involving soliciting or canvassing.

Discipline

64. Employees may be reprimanded, and with departmental approval their promotions withheld, their salaries reduced, or their removal from the service effected for infractions of the Postal Laws and Regulations, of orders or instructions of the Department, and of orders of the postmaster not inconsistent therewith, as the nature or gravity of the offense may require. They may be suspended with loss of pay only by approval of the Department. In urgent cases authority therefor may be requested by telegram.

Suspension of Employees

65. Postmasters shall not suspend post office employees in the classified civil service without authority from the proper Bureau of the Department, except when the postmaster has reason to believe that an employee has committed an offense in-

volving moral turpitude or tending to bring the Department or the service into disrepute or disrespect and rendering immediate suspension from duty imperative.

When as the result of an investigation by a post office inspector it appears that an employee should be suspended, the inspector shall report promptly by telegraph to the chief inspector the essential facts and action taken by the postmaster. In other cases, the postmaster shall report promptly by telegraph to the Bureau of Post Office Operations, or the Bureau of Facilities, in the case of employees in the Vehicle Service or Custodial Service, the essential facts together with the action taken or recommended.

REMOVALS AND REDUCTIONS

Provisions of Law

66. No person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation. Membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its object, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in the Postal Service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from the Postal Service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member

thereof, shall not be denied or interfered with.

LETTERS OF CHARGES

General

67. In all cases where the facts justify a recommendation for removal from the service, reduction in grade, suspension, or other disciplinary action with respect to any employee who has completed a probationary or trial period, charges shall be preferred in writing. (It is not required that charges be preferred for the separation of a temporary employee, or for a classified employee serving a probationary or trial period.) The letter of charges must be complete and in full justification of the recommendation. Postmasters shall not take any disciplinary action with respect to classified employees without authority from the Department, except that—

(a) In emergency cases, or when reasonable grounds exist to believe that an employee has committed an offense involving moral turpitude or tending to bring the service into disrepute or disrespect, requiring prompt suspension for 30 days or less, the employee may be required to answer the charges and submit affidavits within such time as under the circumstances would be reasonable, but not less than 24 hours. A preference eligible employee may not be suspended for more than 30 days under this emergency procedure.

(b) In cases where the circumstances are such that the retention of the employee in an active-duty status in his position, pending decision on the charges, may result in damage to Government property, may be detrimental to the interests of the Government, injurious to the employee, his fellow workers or the general public, the employee may be temporarily assigned to duties in which these conditions would not exist; placed on annual leave without his consent, provided he has sufficient leave to his credit to cover the required period; or placed on leave without pay with his consent.

In cases where suspension is imperative and it is not possible to follow any of the procedures outlined in the preceding paragraph, written charges must be preferred against the employee immediately and the employee notified he is being given 24 hours in which to reply to the charges; and that it is proposed to suspend him from duty at the close of business on the following day pending final determination in the case.

If the employee answers in writing within the time allotted, his answer must be considered and if it is still the opinion of the postmaster that the employee should be suspended, a further letter should be addressed to the employee notifying him that

he is being suspended at the close of business on the day the 24-hour period expires. The same procedure should be followed if the employee fails to reply at the end of the 24-hour period. In such cases, the employee should be carried in a pay status until his suspension becomes effective, unless he was placed on leave without pay with his consent.

In handling these exceptional cases, the postmaster shall report promptly by telegraph to the Department the essential facts, together with the action taken or recommended.

Inasmuch as an employee should not be disciplined twice for the same offense, care must be exercised not to include, in the letter of charges to the employee, offenses that have been considered in the past and on which definite action has been taken. The letter of charges must be prepared on the basis of conditions, facts, and circumstances applicable only to the case. The rights of the employee must be respected. Faulty preparation of a letter of charges may result in an appeal from the decision reached in a disciplinary case. It is essential, therefore, that the letter of charges be prepared strictly in accordance with the instructions herein; that the reports of the postmaster to the Department be complete as to the pertinent facts and contain information necessary to permit the Department to make a judicial determination. A letter of charges should consist of three parts: Citation, charges, and request for a written reply.

Employees Not Entitled to Veteran Preference

68. Citation.—The first paragraph of the letter of charges should be phrased substantially as follows:

In accordance with section 135.43, Postal Laws and Regulations (5 U. S. Code 652), and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interests of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.

Charge No. 1 * * *

69. Charges.—The charges enumerated must be specific as to time, place, and circumstances. Postmasters must not include generalities, or allegations for which sustaining evidence has not been obtained and which are not susceptible of proof.

In order that an employee may clearly understand the grounds for the proposed action and be in a position to submit his defense, the numbered charges must be stated in factual detail so that the employee may know the particular offenses or deficiencies charged against him. A decision adverse to the employee must be based only on the reasons set forth in the

letter of charges which the employee has had an opportunity to answer. No other reasons can serve as a basis for adverse decision.

70. Request for written reply.—The employee shall be given an opportunity to file a written answer to such charges and to furnish affidavits in support of his answer. He is entitled to a reasonable time in which to file an answer. Practical experience has demonstrated that 5 days is generally sufficient time, but the circumstances in each case should be the determining factor. (See exceptions (a) and (b), of art. 67.) He should be informed that if additional time is needed, it will be granted upon written application showing the necessity. Statements should not be made to the effect that failure to receive a reply within the time limit specified will be construed to mean the employee has no defense to offer. A closing paragraph substantially as follows contains all essentials:

You will be allowed — days from the receipt of this letter for answering in writing and submitting with your reply any affidavits or other evidence in support thereof. If additional time is needed, it will be granted upon written application to me showing the necessity.

71. Delivery of letter of charges.—Ordinarily, the letter of charges should be sent by registered mail to the last-known address of the employee; it must, in all cases, be delivered to him in such a way that the fact of delivery or, at least, the attempt at delivery can be established without question. If no answer is returned within a reasonable time, the report should so state; and if the letter of charges is returned as "unclaimed," it should be submitted with the report of the postmaster.

72. Report to Department.—The postmaster should wait a reasonable time for a reply after expiration of the time limit before submitting his report in order to allow for factors beyond control of the employee. Otherwise, a recommendation for removal or other disciplinary action may amount to a judgment of the case without all the facts. The report of the postmaster to the Department and the letter of charges must agree as to the details of a charge. If further investigation is necessary to substantiate or disprove evidence submitted by the employee, it should be made. The postmaster shall comment upon each statement of the employee relating to the charges. If the employee answers the charges, his answer must be transmitted to the Department with the report submitted by the postmaster. After consideration of the report and the employee's answer the Department will notify the postmaster of its decision.

73. Decision of Department.—Immediately

following consideration of the report and the employee's answer the Department will notify the postmaster or other postal official of its decision. A written, dated notice of the decision must be furnished the employee at the earliest practicable date. In the event the Department decides that disciplinary action is warranted, the written notice shall include the reasons for the action taken and its effective date.

Employees Entitled to Veteran Preference

74. Citation.—The first paragraph of the letter should be phrased substantially as follows:

In accordance with section 135.43, Postal Laws and Regulations (5 U. S. Code 652), section 14 of the Veterans' Preference Act of 1944, and pertinent material in the Federal Personnel Manual, you are charged with the following offenses considered to be against the interest of the Postal Service. Therefore, it is necessary that your removal or other disciplinary action be considered by the Post Office Department to promote the efficiency of the Postal Service.

Charge No. 1 * * *.

75. Charges.—Follow procedure outlined in article 69 of this chapter.

76. Opportunity for answer.—In addition to the requirements outlined under article 70 of this chapter, the employee must be informed of his right to answer the charges personally and in writing. He must also be informed that, in case an adverse decision is made in his case, final adverse action will not take effect until at least 30 days after the receipt of the letter of charges. A closing paragraph substantially as follows contains all essentials:

"You have a right to answer these charges within 5 days from the receipt of this notice of proposed adverse action personally and in writing and to furnish affidavits in support of such answer. If additional time is needed, it will be granted upon written application to me showing the necessity. In case an adverse decision is made in your case, final adverse action will not take effect until at least 30 days after the receipt of this notice by you."

The letter of charges must be submitted to a veteran-preference employee at least 30 days before the effective date of the proposed disciplinary action except that: In cases where there is reasonable cause to believe the employee to be guilty of a crime for which a sentence of imprisonment can be imposed, the employee need not be given 30 days' advance written notice, but must be given such advance notice and opportunity to answer as under the circumstances will be reasonable, but not less than 24 hours.

Whether the employee is given 30 days' advance notice or less than 30 days' notice

of the final action to be taken, he shall be retained in an active-duty status during such notice period, unless exception (b) of article 67 is applicable.

The reasonableness of the applications of such exceptions in any case will be considered in connection with the entire case in the event the employee subsequently appeals from the final adverse decision.

77. Delivery of letter of charges; report to Department.—Follow procedure outlined in articles 69 and 72 of this chapter.

78. Decision of Department.—(a) Immediately following consideration of the report and the employee's answer the Department will furnish the postmaster or other postal official with a written, dated notice of its decision which must be submitted to the employee promptly. In the event the Department decides that disciplinary action is warranted the notice of adverse decision to be given the employee shall state the reasons for the action taken and its effective date. It shall also contain a statement of the right of the employee to appeal the decision to the appropriate office of the Civil Service Commission within 10 days after the effective date of the adverse decision.

(b) The notice of adverse decision should be prepared substantially as follows:

The first paragraph should state the nature of the decision.

The second paragraph should contain a statement that the adverse decision is in accordance with the charges set forth in the letter of charges dated _____, and that the answer and evidence, if any, submitted by the employee have been considered.

The third paragraph should contain a statement of the right of the employee to appeal the adverse decision within 10 days after the effective date of the adverse decision to the director of the appropriate civil service region.

Claims Against Employees Removed for Cause

79. An act of Congress, approved by the President, February 24, 1931, provides that there shall be no withholding or confiscation of the earned pay, salary, or emolument of any civil employee of the United States removed for cause: *Provided*, That if at the time of such removal any such employee is indebted to the United States, any salary, pay, or emolument accruing to such employee coming within the provisions of this act shall be applied in whole or in part to the satisfaction of any claim or indebtedness due to the United States.

EFFICIENCY APPRAISAL SYSTEM

Scope of System

80. This system is applicable to all personnel under the jurisdiction of postmasters

at first-, second-, and third-class post offices except special delivery messengers at second- and third-class post offices; job cleaners, whose services may be dispensed with by postmasters at any time, and clerks in charge of contract stations.

Infractions of the Postal Laws for which penalties are fixed by statute and offenses against the Regulations which may be of an especially serious nature warranting immediate action will be excepted from this system, but should be brought to the Department's attention promptly.

Records pertaining to the efficiency of employees shall be maintained under the direction of the postmaster and shall be filed in the employees' personnel folders.

Application of System

81. In the application of this system, it will be considered that the rating of every employee is Satisfactory unless rated Unsatisfactory. When an employee does not meet the requirements of his position, he shall be counseled and instructed by his immediate supervisors or the postmaster in the factors in which he is deficient. If proper improvement is not shown, he shall be given a written warning and notified of his shortcomings. After the first written warning is given an employee, written memoranda should be made of subsequent verbal warnings, setting forth the reason for the warnings and the admonition given. If necessary improvement has not been shown within a period of 30 days from the first written warning, the employee shall be given a second written warning. If, after the expiration of the second 30-day period, the employee has not improved sufficiently to meet the requirements of his position, he shall be formally rated "Unsatisfactory on Form 3990 and given a third written warning, to include a statement to the effect that the next action will be the preferment of charges against him as set forth in articles 67 to 79 of this chapter. In aggravated cases, the postmaster may, at his discretion, prefer formal charges at any time subsequent to the first written warning. Before formal charges are preferred, however, the postmaster or a designated supervisor should interview the employee in an effort to assist him in overcoming his difficulties.

When an employee has been rated Unsatisfactory and improves sufficiently to meet the required standards, he shall be given a formal rating of Satisfactory on Form 3990 after 30 days of satisfactory service. If the employee does not improve sufficiently to warrant a Satisfactory rating 30 days after the third warning, the postmaster shall prefer the necessary charges.

The procedure outlined in this article shall be followed in the case of supervisors,

including assistant postmasters. The procedure outlined in article 26 of this chapter shall be followed in the case of employees serving probationary periods.

Major and Minor Irregularities

82. Employees (except supervisors) shall be notified on Forms 3991, or in any other manner so long as it is in writing, of irregularities, delinquencies, offenses, errors and omissions, in connection with their official duties and shall be given an opportunity to submit any desired explanation.

Form 3991, or other written notice, shall be prepared in duplicate, the duplicate being retained by the supervisor and the original forwarded to the employee. The employee shall return the original notification within 5 working days with such reply as he wishes to make. After considering the reply the supervisor shall submit both copies of Form 3991 or notification to the postmaster with his recommendations. Both copies should be endorsed, "Charge approved," or "Charge canceled." The original copy of the form or notification and the employee's reply shall be placed in the left-hand side of the employee's personnel folder and the duplicate copy forwarded to the employee when the charge is approved. When the charge is canceled by reason of satisfactory explanation, the original and copy, endorsed, "Charge canceled," should be returned to the employee. Generally, minor irregularities should be handled by verbal instructions and caution. It will not be necessary to furnish Forms 3991 or other written notification for minor irregularities unless they become so numerous as to require a charge of general carelessness.

Meritorious Act

83. When an employee or supervisor performs a meritorious or outstanding act, or renders exceptionally outstanding service, the postmaster may at his discretion furnish him a letter of commendation, a copy thereof to be placed in his personnel folder.

Right of Appeal

84. In accordance with article 157 of this chapter, when the postmaster has approved a charge against an employee, the employee may appeal the charge within 30 days of the date he is furnished Form 3991 or other notice. The appeal may be made in writing by the employee or by a committee of not more than three postal employees of his own choice. The postmaster shall advise him in writing of his decision on the appeal within 20 days of the date the appeal is received. The appeal and a copy of the postmaster's decision shall be filed in the employee's personnel folder.

This right of appeal likewise applies to letters of warning and disciplinary action resulting from letters of charges.

Examination of Personnel Folder

85. It will be necessary to examine personnel folders of employees only when the folders are withdrawn to place Forms 3991 or other notices of irregularities therein. When these notices become numerous or of a serious nature, the employee should be furnished with letters of warning. In the larger offices, a competent and understanding supervisor should be designated as Director of Personnel. This supervisor should be available for consultation and advice to employees in difficulty and make every effort to solve the difficulties before recommending disciplinary action against an employee.

CASE EXAMINATIONS

86. Case examinations shall be given on official time as follows:

(a) At offices of the first class having a superintendent of mails, all clerks regularly assigned to the distribution of mail, either incoming or outgoing, and all substitute clerks, shall be examined yearly on the distribution schemes in use in their offices. Such examinations shall be conducted by the superintendent of mails. On outgoing mail a scheme comprises a State or section of a State, in accordance with divisions made by the Postal Transportation Service. On incoming mail a scheme comprises a city primary, a city secondary, or a station distribution. Where a State or city is divided into two or more sections, one section will constitute a complete scheme for examination purposes. Complete city schemes of more than 1,200 cards shall be divided into sections, each section to contain not less than 600 cards.

(b) At city delivery offices all substitute clerks should be assigned to and must qualify on the city scheme, and all clerks in the mailing division, other than those regularly assigned to scheme distribution and those needed as reserves for such scheme distribution of outgoing mail, must qualify on the city delivery scheme. A scheme assignment on the distribution of outgoing mail is the State or States the mail for which a clerk may be required to distribute. An assignment on incoming mail may embrace a primary distribution, and one or two section or station distributions, or, where there is no primary, two or three section or station distributions. An assignment may embrace both incoming and outgoing distribution. Upon being given an assignment, a clerk shall as a rule be required to qualify on one scheme each 3 months until he shall have covered

his entire assignment, after which he shall be required to pass at least one examination annually, provided that an entire assignment must be covered within 3 years. At offices where the needs of the service demand, additional examinations may be required. At offices having a superintendent of mails, in cases where a standpoint scheme is regularly used the examination should be based thereon if feasible, the scheme to be made up by the superintendent of mails and approved by the general superintendent or district superintendent of the Postal Transportation Service.

(c) Clerks in the registry section shall qualify on either the outgoing or city scheme, their assignment to govern the examination given. Nondistribution employees whose services are not required or utilized in a distributing capacity at seasonal or peak periods of the day, month, or year shall not be required to qualify or pass examination on any scheme. However, where the services of such employees are utilized and where it is practicable to use their services in distribution work during seasonal or peak periods of the day, month, or year, they shall be required to qualify on the city primary or part of the city delivery scheme.

(d) Clerks not called upon to perform any distribution except during the Christmas period should be given a simple primary scheme of distribution, such as is furnished temporary employees for study incident to handling Christmas mails. They should be furnished with such primary schemes in November and be required to qualify thereon about December 1 of each year. These employees should be relieved of any other scheme requirements during the remainder of the year.

(e) No clerk shall be examined on any scheme that he is not required to use regularly, either daily, monthly, or at seasonal or peak periods, except that this shall not apply to clerks or substitutes who may be preparing for an assignment. No clerk shall be examined more than once each year on a scheme on which he has qualified.

(f) At first-class offices not having a superintendent of mails, all clerks, including assistant postmasters, who distribute mail 1 hour or more daily, in accordance with a general scheme prepared by the Postal Transportation Service, or who from time to time are assigned to assist in such distribution during rush hours or periods of congestion, shall be examined once yearly on the distribution schemes in use in their offices. Such examinations on dispatching schemes shall be conducted by district superintendents of the Postal Transportation Service, and on city schemes by the postmaster or assistant postmaster.

(g) At second-class offices examinations on dispatching schemes will be conducted by district superintendents of the Postal Transportation Service when conditions indicate that clerks, including assistant postmasters, who distribute mail 1 hour or more daily, in accordance with a general scheme prepared by the Postal Transportation Service, or who from time to time are assigned to assist in such distribution during rush hours or periods of congestion, should have some knowledge of dispatching scheme distribution. Clerks shall be examined once yearly on the schemes at the times designated by the district superintendents. Examinations on city schemes, if necessary, shall be conducted by the postmaster or assistant postmaster.

(h) A grade of 95 percent and an average of not less than 16 cards correctly thrown per minute on case examinations is required. It should be understood that the requirement of 16 cards correctly thrown per minute is for case examinations only, and has no bearing on the speed expected in the distribution of mail. In ordinary distribution, mail should be handled much faster than 16 pieces per minute. Clerks making lower grades shall be given a notice of failure and reexamined, and those failing in the fourth trial should be considered for removal unless in the postmaster's judgment there are extenuating circumstances which warrant another trial. Clerks who fail to qualify should, as a rule, be allowed 30 days in which to prepare for reexamination. Clerks who fail to report for examination on the scheduled date, unless they have an acceptable excuse, should be given a notice of failure and be rescheduled within 30 days. If an acceptable excuse is given and the clerk indicates readiness to take the examination, he should be rescheduled immediately and should not be given a notice of failure.

(i) The speed and percentage attained in case examinations shall be recorded separately on Form 3989, in duplicate, the carbon copy of the form being sent to the employee and the original being filed in the employee's individual record jacket.

(j) Clerks past 55 years of age, or who have been in the service for 25 years, are exempt from examinations, but any distributor who permits himself to become inefficient in the performance of his duties shall be required to qualify again by passing a satisfactory scheme examination.

(k) Postmasters shall see that there are a sufficient number of trained distributors available to meet any situation which may arise, and good judgment should be exercised not to require clerks to qualify on schemes which they will not be required to use.

(1) Careful attention should be given to the training of substitutes to become good distributors, and they shall not be exempt from examinations.

SERVICE ON CIVIL SERVICE BOARDS

87. The appointment of post office employees as secretaries or as members of boards of civil-service examiners, as provided by civil-service rules, shall not affect their relations to the Post Office Department. They shall continue subordinate to the postmaster and shall not absent themselves from their duties as post office employees to attend meetings of the board or to transact the business of the Civil Service Commission without special authority from him. Supervisory employees should not be assigned to civil-service boards.

Post office employees who are members of boards of civil-service examiners, are, while in the performance of their duties as such, under the direction of the Civil Service Commission. When employed only part time on civil-service work, such employees shall render faithful and efficient service as post office employees during the remainder of their daily official tour, and shall not neglect their duties under the pretext of performing service for the Civil Service Commission.

Postmasters shall allow post office employees who are members of local boards of civil-service examiners ample time to attend to their duties as members of such boards during the regular office hours, upon proper notice and application, and shall in every way facilitate the work of the Civil Service Commission.

The activities of the person employed in civil-service work should be confined to the maintenance of registers, where authorized; conduct of examinations, when necessary; posting of proper notices received from the Civil Service Commission on a bulletin board maintained in the public lobby and to the distribution of applications and other forms to persons making inquiry concerning examinations.

An employee serving as a member of a Civil Service Examining Board, shall be allowed leave with pay, not to be charged as annual leave, during the period of such service.

INJURED EMPLOYEES

General

88. In accordance with the act of Congress approved September 7, 1916, as amended by Public Law 357 approved Oc-

tober 14, 1949, any civil employee of the United States who sustains a personal injury while in the performance of his duty is entitled to receive all medical, surgical, and hospital services and supplies, to be furnished by United States medical officers and hospitals where possible. If the injury results in disability of more than 3 days with loss of pay, compensation is payable beginning with the fourth day. If the injury results in death, compensation is payable to the widow, children, and other dependents.

No compensation is payable if the injuries are caused by willful misconduct of the employee, by his intention to bring about the injury, or by intoxication.

Every employee sustaining an injury should immediately seek first-aid treatment. This should be done no matter how slight the injury. Many slight injuries have serious consequences through failure to receive prompt attention.

Report on Injury

89. Any employee injured in the performance of his duty, or someone in his behalf, shall, within 48 hours after the injury, give written notice thereof to the postmaster or his immediate supervisor, and the postmaster in turn shall make a formal report thereof on forms provided for that purpose to the United States Department of Labor, Bureau of Employees' Compensation, Washington 25, D. C. This report of injury should be made for every injury resulting in any loss of time or in any medical service. This should be done even though the injury appears to be slight, as many injuries which at first seem slight become serious and give rise to claims for medical service or compensation.

Claims for compensation should be made promptly on forms which may be obtained by the postmaster from the Bureau of Employees' Compensation.

Treatment

90. Treatment at United States hospitals and dispensaries is mandatory where practicable. Where there is no United States hospital or dispensary, treatment should be secured from one of the physicians designated by the Bureau of Employees' Compensation to treat beneficiaries of the Compensation Act. (See Compensation Form C. A. 76.) In localities where there are neither United States hospitals, nor dispensaries, nor designated physicians, the injured employee should secure treatment from any competent physician available.

Appeals

91. In the case of adverse decision, an employee may appeal from the findings of the Bureau of Employees' Compensation and if such action is taken the appeal should be sent direct to the United States Department of Labor, Bureau of Employees' Compensation, Appeals Board, Washington 25, D. C.

TUBERCULAR EMPLOYEES

92. In accordance with the Executive order of February 28, 1906, persons who are tubercular to such an extent as to constitute a menace to the health of their associates and the public are not to be employed in Government offices and workshops. If any postmaster has an employee in his office who is believed to be tubercular, he should contact the nearest Veterans Administration hospital, Public Health Service, or public hospital, and arrange to have the employee examined in order to determine whether the employee's condition is such that his employment in the post office is dangerous. Any expense incurred as a result of such arrangements must be borne by the employee.

If it is determined that an employee is tubercular, he may be granted annual leave, sick leave, and leave without pay to the extent of 1 year, as provided in articles 102 to 104 of this chapter. (See art. 105 of this chapter as to granting leave without pay to rural carriers.) Such employee shall not be reassigned to duty until he can present a certificate from the Veterans Administration hospital, the Public Health Service, or a public hospital, that his condition is no longer active and that his employment will not jeopardize the health of others.

CHANGE OF NAME OF EMPLOYEE

93. Promptly upon the change of name of an employee holding a classified position in the Postal Service, postmasters and other appointing officers shall report to the proper bureau of the Department the name of such employee as officially indicated on their rosters, the date of the change in name and new name as the employee desires to be officially known.

A woman postmaster shall immediately report to the Bureau of Post Office Operations, Division of Postmasters, any change in her name, giving her new name, effective date, and the reason for the change. Failure to do so promptly shall be sufficient cause for removal. After the change has been reported, she shall sign all papers, returns, accounts, requisitions, etc.,

under her new name (using, however, her Christian name).

ANNUAL AND SICK LEAVE

94. Under the Annual and Sick Leave Act of 1951, Public Law 233, approved October 30, 1951, all persons in the postal field service except substitute rural carriers and employees paid on a fee or contract basis are entitled to annual and sick leave with pay based on years of creditable service.

Annual Leave

95. (a) *Creditable service.*—All civilian service, including any temporary service, and honorable military service which is creditable either now or in the future for annuity purposes under the provisions of section 5 of the Civil Service Retirement Act of May 29, 1930, as amended, shall be used in determining the years of service to the credit of an employee for annual leave purposes. Service which may be credited an employee for retirement purposes is not limited to service in positions covered by the Retirement Act. An employee who is presently occupying a position subject to the Act is given credit for civilian and military service for the Federal Government and for civilian service with the District of Columbia Government which he performed either before or after acquiring a retirement status.

(b) *Establishing rate of accrual.*—Promptly upon entry of an employee into the Postal Service, whether by appointment, reinstatement or transfer, the postmaster or other official should determine the amount of service, both civilian and military, to the credit of the employee in order that his rate of accrual may be established. If necessary the employee should complete Standard Form 144, "Statement of Prior Federal and Military Service," including the affidavit thereon.

Persons who transfer to the Postal Service need not fill out a new "Statement of Prior Federal and Military Service." Their length of service will be indicated on the "Record of Leave Data Transferred" (Standard Form 1150) (Revised), which is received from the agency from which transfer is made. In addition, the official personnel folder will contain a record of service or the affidavit executed in their former agency.

(c) *Change in rate of accrual.*—When an employee has completed 3 years of service he is entitled to accrue 160 hours (20 days) of annual leave a year, and when he has completed 15 years of service he is entitled to accrue 208 hours (26 days) of annual leave a year. Any change in the rate of accrual shall take effect at the be-

ginning of the pay period following the pay period in which he completes the prescribed period of service.

<i>Length of creditable service</i>	
Less than 3 years.....	4 hours and 20 minutes for each full pay period (104 hours, or 13 days, per year).
3 years but less than 15 years.....	6 hours and 40 minutes for each full pay period (160 hours, or 20 days, per year).
15 years or more.....	8 hours and 40 minutes for each full pay period (208 hours, or 26 days, per year).

(e) Accrual by substitutes and hourly rate employees.—Substitutes and hourly rate employees, in accordance with section 30.501

<i>Length of creditable service</i>	
Less than 3 years.....	1 hour for each unit of 20 hours in a pay status (not to exceed 104 hours, or 13 days, per year).
3 years but less than 15 years.....	1 hour for each unit of 13 hours in a pay status (not to exceed 160 hours, or 20 days, per year).
15 years or more.....	1 hour for each unit of 10 hours in a pay status (not to exceed 208 hours, or 26 days, per year).

Section 30.504 of the Civil Service Regulations provides that: “Any hours in a pay status in excess of the agency’s basic working hours in any pay period shall be disregarded in computing annual and sick leave earnings of part-time employees.” Accordingly, any hours in a pay status in excess of 86 hours and 40 minutes during one pay period shall be disregarded in computing annual leave earnings of substitute and hourly rate employees. (In the case of substitute or hourly rate employees, service of 40 hours a week for 52 weeks, or 2,080 hours, constitutes a year of service which, when divided by 24 pay periods, equals 86 hours and 40 minutes.) Annual leave shall be credited to substitutes and hourly rate employees at the end of each pay period based on the number of whole hours worked. Therefore, the time worked in each pay period shall be converted from hours and minutes to whole hours in the same manner that hours and minutes are converted to whole hours for pay purposes, and annual leave credited on the number of whole hours worked; Provided, that any whole hours in excess of 87 during a pay period shall be disregarded in computing annual leave earnings (87 hours representing the number of hours pay received for 86 hours and 40 minutes work), and provided further that not more than 4 hours and 20 minutes, 6 hours and 40 minutes or 8 hours and 40 minutes, depending on length of creditable service and rate of accrual, may be credited in one pay period. Such leave will be credited in hours and minutes in accordance with the “Substitute and Hourly Rate Employees’ Leave Chart” in article 99 (k) of this chapter.

(f) New appointee.—Section 203 (i) of the Annual and Sick Leave Act of 1951 provides that employees, including temporary rural carriers, shall be entitled to an-

(d) Accrual by regular employees.—Regular (annual rate) employees in a pay status shall earn annual leave as follows:

<i>Rate of accrual</i>	
Less than 3 years.....	4 hours and 20 minutes for each full pay period (104 hours, or 13 days, per year).
3 years but less than 15 years.....	6 hours and 40 minutes for each full pay period (160 hours, or 20 days, per year).
15 years or more.....	8 hours and 40 minutes for each full pay period (208 hours, or 26 days, per year).

of the Civil Service Regulations, shall earn annual leave as follows for each full pay period on the rolls:

<i>Rate of accrual</i>	
Less than 3 years.....	1 hour for each unit of 20 hours in a pay status (not to exceed 104 hours, or 13 days, per year).
3 years but less than 15 years.....	1 hour for each unit of 13 hours in a pay status (not to exceed 160 hours, or 20 days, per year).
15 years or more.....	1 hour for each unit of 10 hours in a pay status (not to exceed 208 hours, or 26 days, per year).

nual leave only after having been employed currently for a continuous period of 90 days under one or more appointments without a break in service. In any case in which an employee completes a period of continuous employment of 90 days, annual leave will be credited to him retroactive to the date of his appointment.

Note: This paragraph is not applicable in the case of sick leave. Sick leave will accrue from the date of appointment.

(g) Accumulation of annual leave.—Under section 203 (c) of the Annual and Sick Leave Act of 1951, regular (annual rate) employees may accumulate annual leave not to exceed 60 days (480 hours) at the end of the last complete pay period in the calendar year, and in the case of substitute and hourly rate employees, 480 hours at the end of the last complete pay period of the calendar year.

Any employee who carried over to January 6, 1952, an accumulation of annual leave in excess of 60 days (480 hours) under the provisions of law applicable to him on January 5, 1952, shall retain such leave to his credit until used, but the use during any year of an amount of leave in excess of the aggregate amount which shall have accrued to the employee during such year, shall automatically reduce the maximum allowable accumulation at the end of the last complete semimonthly pay period in the year until the accumulation no longer exceeds 60 days.

(h) Granting annual leave.—The purpose of annual leave is for rest and recreation and it is in the interest of the employee and the service that such leave be taken each year. Annual leave shall be granted to regular (annual rate) employees in minimum units of one hour, exclusive of Saturdays, Sundays and holidays.

Regular (annual rate) employees may

not be granted annual leave in excess of that which accumulates to their credit each pay period until they have been in the service for one year. After a regular employee has been in the service for one year he may be permitted to take all annual leave due him for the calendar year or remainder of the calendar year at any time during the year that he may be spared.

Every effort should be made to grant annual leave at times most desired by the employees except during the month of December, when only emergency annual leave will be granted, otherwise when their services may best be spared from their official duties. The fact that an employee has to his credit on December 1, annual leave in excess of the maximum allowable accumulation under the Annual and Sick Leave Act of 1951 (60 days or 480 hours), does not constitute an emergency.

Whenever possible, the work should be so arranged that it can be carried on during annual leave absences without the employment of additional assistance. (See article 98 of this chapter for granting leave to substitutes and hourly rate employees.)

Sick Leave

96. (a) Regular employees.—Regular (annual rate) employees shall earn 4 hours and 20 minutes of sick leave for each full pay period (104 hours, or 13 days, per year).

(b) Substitute and hourly rate employees.—Sick leave shall be credited in accordance with section 30.503 of the Civil Service Regulations to substitute and hourly rate employees at the rate of one hour for each unit of 20 hours in a pay status at the end of each full pay period on the rolls.

Any hours in a pay status in excess of 87 hours during one pay period shall be disregarded in computing sick leave earnings of substitute and hourly rate employees. Sick leave shall be credited to substitute and hourly rate employees at the end of each pay period, based on the number of whole hours worked in the same manner that annual leave is credited. See article 95 (e) and column 1 of the "Substitute and Hourly Rate Employees' Leave Chart" in article 99 (k) of this chapter.

(c) Accumulated sick leave.—Sick leave which is earned and not used during the year in which it accrues, shall accumulate without limitation and be available for use in succeeding years.

(d) Granting sick leave.—Sick leave shall be granted to regular (annual rate) employees in minimum units of one hour exclusive of Saturdays, Sundays and holidays because of illness or need for examination or treatment. Sick leave cannot be granted until it is earned, except as provided in following paragraph (e).

The absence of an employee on annual leave may be changed to sick leave if he

becomes ill and has sick leave to his credit, subject to the provisions of paragraph (e) following. Sick leave should be granted in all cases when an employee is physically incapacitated for the proper performance of his duties, regardless of whether the disability is due to accident.

Consideration should be given to all the circumstances connected with the absence, together with the past sick leave record of the employee, in determining the merits of each case. It is the responsibility of the postmaster to see that the sick leave privilege is not abused, and more than perfunctory or routine attention must be given the matter.

(e) Advance sick leave.—Section 204 (a) of the Annual and Sick Leave Act of 1951 provides that: "Not to exceed thirty days sick leave may be advanced in cases of serious disability or ailments and when required by the exigencies of the situation." Accordingly, postmasters or other appropriate officials are authorized, without prior approval of the Department, to advance sick leave to employees, except temporary employees, not in excess of 240 hours (30 days), in cases of extended illness resulting from serious disability or ailment. It is not contemplated that advance sick leave will ordinarily be authorized under the provisions of this article to cover an absence of 3 days or less. Every application for advance sick leave shall be supported by a medical certificate and the total of such advances shall be charged against sick leave subsequently credited. Any advance sick leave authorized under the conditions specified in this paragraph will be in addition to the sick leave which has been earned by the employee at the time the advance sick leave is authorized. Sick leave may be advanced under the provisions of this article irrespective of whether the employee has annual leave to his credit.

(f) Medical, dental, or optical examination or treatment.—Sick leave may be granted to employees when it is necessary for them to be absent during their regular scheduled tour for medical, dental, or optical examination or treatment. Such absence shall be limited to the actual time required.

(g) Pregnancy and confinement.—Female employees may be granted sick leave during pregnancy and confinement upon submission of a physician's certificate. Postmasters and other officials may use their discretion in granting leave without pay after all sick and annual leave is exhausted, with the understanding that the employee will be granted a reasonable length of time, not to exceed 6 months, to return to duty.

(h) Contagious diseases.—Sick leave shall be granted an employee when a member of his immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when,

through exposure to contagious disease, the presence of the employee on duty would jeopardize the health of others. "Contagious disease" means a disease ruled as subject to quarantine or requiring isolation of the patient by the health authorities having jurisdiction.

(i) **Physician's certificate.**—As a general policy the certificate of a physician is not required to cover an absence of 3 days or less unless it is deemed desirable for the protection of the interests of the service. If, however, the employee is attended by a physician during the period of his incapacity, the certificate of the attending physician should be furnished. Every absence on sick leave in excess of 3 days must be supported by a medical certificate or other acceptable evidence; otherwise, absence in excess of 3 days or the entire absence may be charged to annual leave or leave without pay.

Leave for Rural Carriers

97. (a) Except as provided in this article, annual and sick leave is granted rural carriers in accordance with articles 95 and 96 of this chapter. Annual and sick leave with pay shall be granted rural carriers in minimum units of 1 day.

(b) Absences on Sundays or holidays may not be charged against the annual or sick leave of rural carriers. Authorized absence on Saturdays which occurs within or at the beginning or end of a period of annual or sick leave of 5 or more days' duration (or 4 days' duration if a holiday falls within or at the beginning or end of the period of annual or sick leave) shall not be charged to such leave or to leave without pay. Authorized absence on Saturdays occurring in a period of annual or sick leave taken in a smaller number of days may, at the option of the carrier, be charged to accrued leave or to leave without pay.

(c) When a regular carrier for a tri-weekly rural route is absent on annual or sick leave, each service-day's absence shall be charged in multiples of two, regardless of the day or date following the day of absence, and the substitute shall be allowed 2 days' pay for each day he performs complete service, except that the substitute shall not receive more than 13 days' pay for 7 days' service when serving for a carrier who is entitled to only 13 days' leave. If a carrier for one triweekly route, who is entitled to only 13 days' leave, takes the full 13 days' leave in one period, he shall be charged with 13 days and the substitute paid accordingly.

Leave for Substitutes and Hourly Rate Employees

98. (a) Annual and sick leave shall be granted to substitutes and hourly rate employees in minimum units of 1 hour.

(b) Absence of such employees on Saturdays and Sundays may be charged to annual or sick leave if the employee was scheduled or notified in advance to perform service on those days. Annual leave cannot be granted to substitute employees until it is earned. Charwomen and charwomen with 1 year or more of service may be granted annual leave in advance based upon their regular authorized schedule.

(c) Annual leave may be granted for not to exceed 8 hours in any one calendar day, but sick leave may not be granted in excess of the number of hours the employee is scheduled for duty. When annual or sick leave is granted and the employee also performs service on the same date, he may not be paid for more than a total of 8 hours for the combined service and leave.

General Provisions

99. (a) Regular employees with 1 year or more service may be credited with a full year of annual leave at the beginning of the calendar year in which such leave accrues. Postmasters at fourth-class offices having 1 year or more of service will be credited with leave in the same manner as other regular employees, except that leave will be credited and recorded in days and fractions thereof (nearest one-eighth) instead of in hours. Charwomen and charwomen with 1 year or more service may be credited with annual leave on a pro rata basis, according to their authorized daily schedules. A regular employee absent in a nonpay status on January 1 shall not be granted annual leave in advance for the new calendar year until he returns to duty. If it is known that an employee will leave the service before the end of the calendar year or it is reasonable to assume that an employee will not remain in a pay status, annual leave may not be granted in advance but will be granted on a pro rata basis as earned. When a regular employee's annual leave accrual rate will change during a calendar year, that fact should be considered and the total annual leave to be earned in each category or leave bracket credited at the beginning of the calendar year. The "Chart of Split Year Annual Leave Credits for Regular Employees" in paragraph (l) of this article should be used for this purpose.

(b) **Leave credits for partial pay period.**—Any employee appointed after the first of a pay period will receive no leave credit for the service performed during the remainder of such pay period. Likewise, any employee separated before the end of a pay period shall receive no leave credit for the service performed during the pay period.

(c) **Absence due to injury.**—When an employee is absent because of an injury re-

ceived in the line of duty he may elect to use annual or sick leave, if he has such leave to his credit, and receive his regular compensation until his leave is exhausted. If the injured employee does not elect to use his annual or sick leave with pay he should be placed on leave without pay and advised of his right to file application for compensation due to injury received in the line of duty. See article 88 of this chapter regarding claims for compensation. An employee who is absent without pay for as much as 15 days or 120 hours following an injury received in the line of duty will have his leave credits adjusted as outlined in the following paragraph (d).

(d) **Nonpay status.**—Whenever a regular (annual rate) employee's absence in a nonpay status totals the equivalent of one pay period of regular service during the calendar year, which will be considered 15 days or 120 hours for leave purposes, the credits for leave shall be reduced in the amount as earned in a pay period. Less than a whole unit of 120 hours shall be disregarded and not carried over from year to year. If a regular (annual rate) employee has taken all of his annual leave for the current calendar year and then is absent 120 hours or more without pay during the calendar year, a deduction of the amount of annual leave earned in one pay period shall be made from annual leave to be credited on January 1 for the following calendar year for each whole unit of 120 hours in a nonpay status. The foregoing also applies to charmen and charwomen, except that in lieu of a unit of 120 hours in a nonpay status, the unit will be the number of hours of regular authorized hours of service for a full-pay period. In the case of sick leave, which is not credited or granted in advance except as provided in article 96 (e) of this chapter, the employee will be required to liquidate the excess leave taken before he may be credited with earned sick leave. The chart on this page may be used for annual leave deductions because of leave without pay.

(e) **Reemployment of former employee.**—Former employees who reenter the Federal Service after a break in service shall not earn leave until they have been employed for a continuous period of 90 days.

(f) **Separation of employee indebted for unearned leave.**—Any employee who is indebted for unearned annual or sick leave when separated from the service shall refund the amount paid him for the period of such excess, or deductions therefor shall be made from any salary due him. This shall not apply in cases of death, disability retirement, or in case an employee is unable to return to duty because of disability, evidence of which shall be supported by an acceptable medical certificate. Employees

Chart of leave deductions for regular employees because of leave without pay

Whole units of w. o. p. hours	Hours to be deducted leave bracket 1	Hours to be deducted leave bracket 2	Hours to be deducted leave bracket 3	Whole units of w. o. p. hours
120.....	4	7	9	120
240.....	9	13	17	240
360.....	13	20	26	360
480.....	17	27	35	480
600.....	22	33	43	600
720.....	26	40	52	720
840.....	30	47	61	840
960.....	35	53	69	960
1,080....	39	60	78	1,080
1,200....	43	67	87	1,200
1,320....	48	73	95	1,320
1,440....	52	80	104	1,440
1,560....	56	87	113	1,560
1,680....	61	93	121	1,680
1,800....	65	100	130	1,800
1,920....	69	107	139	1,920
2,040....	74	113	147	2,040
2,160....	78	120	156	2,160
2,280....	82	127	165	2,280
2,400....	87	133	173	2,400
2,520....	91	140	182	2,520
2,640....	95	147	191	2,640
2,760....	100	153	199	2,760
2,880....	104	160	208	2,880

NOTE: Deductions shall be made at the rate shown in the leave bracket in which the employee spent most of the calendar year if the year is split between two brackets, unless all of the leave occurred when the employee was in a particular leave bracket, in which event it shall be charged at the rate for that bracket. If the employee's leave year was served 12 pay periods each in a different bracket, the deduction shall be made at the rate shown in the bracket in which the employee began the year.

who enter active military service with mandatory restoration rights shall not be deemed as separated for this purpose. However, upon reassignment from military service the total excess leave granted will be charged against leave subsequently credited.

An employee who is separated under circumstances which make it necessary to secure a refund, and who does not have sufficient salary due him to cover the amount paid him for unearned annual or sick leave, should be requested to refund the difference. If he fails to do so promptly, the postmaster should promptly notify the Bureau of Accounts, Post Office Department, Washington 25, D. C., by letter, in order that the amount of overpayment may be withheld from any refund of retirement deductions. The letter should contain the postmaster's certification as to the indebtedness and should show the effort made to collect the amount due and the nature, amount thereof,

and the manner in which it is being carried in the postmaster's accounts. Offices that maintain their own retirement accounts should withhold submission of Form 2806 to the Civil Service Commission until the account can be submitted with Civil Service Commission Form 3037, Request for Recovery of Debt Due the United States. Offices whose retirement accounts are maintained in the Bureau of Accounts should submit a letter, accompanied by Form B/A 201, Report of Separation, to the Bureau of Accounts, requesting that the amount involved be withheld from any refund of retirement deductions. Form 3037 is not to be used by postmasters, nor should they make direct request to the Civil Service Commission to withhold from any refund of retirement deductions to cover an overpayment for unearned leave. Immediately upon ascertaining that a refund of salary based on overpayment for unearned annual or sick leave cannot be collected from the separated employee concerned, the Regional Accounting Office should also be notified promptly in writing of the overpayment in order that a Certificate of Settlement may be issued raising a charge for the proper amount.

When requests are made of the Civil Service Commission to withhold the overpayment from the refund of retirement deductions, it is a primary requirement that the amount involved must be an outstanding debt due the United States.

(g) Application for leave.—Standard Form 71, Application for Leave, should be used by all post office personnel (except postmasters) in making application for annual leave, sick leave and leave without pay.

Sick leave applications should be filed promptly upon return to duty. Leave applications may be approved by the postmaster or any designated supervisor. It is not necessary to notify an employee that his application has been approved. However, if his application is disapproved, he should be so informed as promptly as possible. (See article 100 of this chapter regarding postmasters' application for leave.)

(h) Transfer of leave without break in service.—When an employee is transferred to, or otherwise employed in, another branch of the Postal Service or other agency without a break in service, his annual and sick leave account shall be certified from the releasing office or agency to the employing office or agency for credit or charge, as the case may be. Standard Form 1150 shall be used when an employee is transferred or otherwise employed in another agency, and Form B/A 201 when an employee is transferred or otherwise employed in another branch of the Postal Service.

(i) Transfer of leave where a break in service.—Where a break in service is involved between termination of employment in one bureau or agency and reemployment in an-

other bureau or agency, accumulated sick leave shall be transferred if the break in service is not more than 52 calendar weeks. Annual leave is not transferred but is paid for in a lump sum and credit therefor in the employing bureau or agency is not involved unless the person is reemployed within the period covered by the terminal leave payment. (See ch. XXIV, art. 101.) Where the break in service is less than 52 weeks, request should be made of the former place of employment for the sick leave account and annual leave, if involved.

(j) Leave from former leave system.—All leave which was earned under any of the leave systems merged under the Annual and Sick Leave Act of 1951, and to which the employee would have been entitled upon reentering or remaining in the same leave system shall be recredited under the Annual and Sick Leave Act of 1951; *Provided*, That leave already forfeited shall not be recredited. If an employee makes application for recredit of leave earned in another agency, inquiry should be made of that agency by the postmaster or other appropriate official to ascertain whether the leave was forfeited under the leave system in effect at the time of the employee's separation. If the leave was not forfeited, the former agency should be requested to certify the leave account, both annual and sick leave, if involved, for recredit.

Leave may not be recredited under the provisions of this article to former employees of the postal field service who were separated before January 6, 1952, and who had a break in service of one or more days. Prior to December 21, 1944, such employees forfeited both sick and annual leave with pay to their credit at the time of separation and subsequent to December 21, 1944, upon enactment of Public Law 525, which authorized payment for accrued annual leave, they were paid for annual leave but forfeited sick leave to their credit at the time of separation.

(k) Substitute and hourly rate employees' leave chart.—The "Substitute and Hourly Rate Employees' Leave Chart" shows the amount of leave earned on any number of whole hours worked up to and including the maximum of 87 hours. The following example is given to illustrate the use of the chart. A substitute with 3 but less than 15 years of creditable service is employed and paid for 77 hours in a pay period. By reference to column 2 of the chart, opposite 77 in the "Hours worked" column, it will be found that he has earned 5 hours and 55 minutes of annual leave. By reference to column 1, opposite 77 "Hours worked," it will be found that he has earned 3 hours and 51 minutes sick leave.

(l) Conversion to regular position and split year leave credits for regular employees.—When a substitute or hourly rate employee having one year or more of service is con-

Substitute and hourly rate employees' leave chart

Hours worked	(1) Leave earned	(2) Leave earned	(3) Leave earned	Hours worked	(1) Leave earned	(2) Leave earned	(3) Leave earned
1.....	0:03	0:05	0:06	45.....	2:15	3:28	4:30
2.....	0:06	0:09	0:12	46.....	2:18	3:32	4:36
3.....	0:09	0:14	0:18	47.....	2:21	3:37	4:42
4.....	0:12	0:18	0:24	48.....	2:24	3:42	4:48
5.....	0:15	0:23	0:30	49.....	2:27	3:46	4:54
6.....	0:18	0:28	0:36	50.....	2:30	3:51	5:00
7.....	0:21	0:32	0:42	51.....	2:33	3:55	5:06
8.....	0:24	0:37	0:48	52.....	2:36	4:00	5:12
9.....	0:27	0:42	0:54	53.....	2:39	4:05	5:18
10.....	0:30	0:46	1:00	54.....	2:42	4:09	5:24
11.....	0:33	0:51	1:06	55.....	2:45	4:14	5:30
12.....	0:36	0:55	1:12	56.....	2:48	4:18	5:36
13.....	0:39	1:00	1:18	57.....	2:51	4:23	5:42
14.....	0:42	1:05	1:24	58.....	2:54	4:28	5:48
15.....	0:45	1:09	1:30	59.....	2:57	4:32	5:54
16.....	0:48	1:14	1:36	60.....	3:00	4:37	6:00
17.....	0:51	1:18	1:42	61.....	3:03	4:42	6:06
18.....	0:54	1:23	1:48	62.....	3:06	4:46	6:12
19.....	0:57	1:28	1:54	63.....	3:09	4:51	6:18
20.....	1:00	1:32	2:00	64.....	3:12	4:55	6:24
21.....	1:03	1:37	2:06	65.....	3:15	5:00	6:30
22.....	1:06	1:42	2:12	66.....	3:18	5:05	6:36
23.....	1:09	1:46	2:18	67.....	3:21	5:09	6:42
24.....	1:12	1:51	2:24	68.....	3:24	5:14	6:48
25.....	1:15	1:55	2:30	69.....	3:27	5:18	6:54
26.....	1:18	2:00	2:36	70.....	3:30	5:23	7:00
27.....	1:21	2:05	2:42	71.....	3:33	5:28	7:06
28.....	1:24	2:09	2:48	72.....	3:36	5:32	7:12
29.....	1:27	2:14	2:54	73.....	3:39	5:37	7:18
30.....	1:30	2:18	3:00	74.....	3:42	5:42	7:24
31.....	1:33	2:23	3:06	75.....	3:45	5:46	7:30
32.....	1:36	2:28	3:12	76.....	3:48	5:51	7:36
33.....	1:39	2:32	3:18	77.....	3:51	5:55	7:42
34.....	1:42	2:37	3:24	78.....	3:54	6:00	7:48
35.....	1:45	2:42	3:30	79.....	3:57	6:05	7:54
36.....	1:48	2:46	3:36	80.....	4:00	6:09	8:00
37.....	1:51	2:51	3:42	81.....	4:03	6:14	8:06
38.....	1:54	2:55	3:48	82.....	4:06	6:18	8:12
39.....	1:57	3:00	3:54	83.....	4:09	6:23	8:18
40.....	2:00	3:05	4:00	84.....	4:12	6:28	8:24
41.....	2:03	3:09	4:06	85.....	4:15	6:32	8:30
42.....	2:06	3:14	4:12	86.....	4:18	6:37	8:36
43.....	2:09	3:18	4:18	87.....	¹ 4:20	¹ 6:40	¹ 8:40
44.....	2:12	3:23	4:24				

¹Maximum allowable for a pay period.

USE COLUMN 1 TO DETERMINE THE AMOUNT OF SICK LEAVE EARNED

Column 1: Less than 3 years creditable service, 4 hours and 20 minutes for each full pay period.
Column 2: Three years but less than 15 years creditable service, 6 hours and 40 minutes for each full pay period.
Column 3: Fifteen years or more creditable service, 8 hours and 40 minutes for each full pay period.

NOTE.—Terminal annual leave payments in the case of substitute and hourly rate employees shall be computed based on the number of whole hours credited at the time of separation. Any fractional part of an hour shall be disregarded.

verted to a regular position, the "Chart of Split Year Leave Credits for Regular Employees" should be used to determine the amount of annual leave to be credited for the remainder of the calendar year. Upon conversion, add to his current annual leave credit the amount of leave shown in his

leave bracket under column A, opposite the effective date of the conversion (see column 1) and then convert hours and minutes to whole hours by dropping less than 30 minutes and considering 30 minutes or more a whole hour. In this manner the new regular employees' leave will be cred-

ited in advance for the remainder of the calendar year and the amount of credit will be recorded in whole hours.

However, should a substitute or hourly rate employee be converted to a regular position while in one leave bracket and later advance to another leave bracket, all in the same calendar year, it will be necessary, in addition to the steps mentioned above, to add the amount of annual leave shown in columns B or C, opposite the effective date of the leave bracket change (see column 1), as applicable, to the leave credit results obtained relative to the substitute becoming a regular. All of the credit shall be determined and recorded at one time.

For example, a substitute in leave bracket 1, with a current annual leave credit of 127:17 as of May 1, received an appointment as regular clerk on that date. By referring to column A under leave bracket 1, opposite May 1 as shown in column 1, it will be noted that 69:20 should be added to his annual leave in order to credit the new regular employee for his full annual leave in advance to the end of the calendar year. Thus he would have a credit of 196:37 annual leave, which after conversion would be 197 hours. But should this employee advance from leave bracket 1 to leave bracket 2 on October 16 in the same calendar year in which he became regular, the amount of additional annual leave to be earned under the new leave bracket (bracket 2) should be

added to the new regular employee's credit at the time he is appointed regular. This can be done because it is possible to anticipate the fact that he will advance to a new leave bracket in the same calendar year in which he becomes a regular and will reduce leave credit postings to a minimum.

Therefore, by referring to column B opposite October 16, as shown in column 1, it will be noted that 11:40 should be added to the 196.37 annual leave credit, in order to give the employee credit in advance for the annual leave to be earned in his new leave bracket from October 16 to the end of the calendar year. The result will be 208.17 annual leave, which after conversion will be 208 hours. A change from leave bracket 2 to 3 would be handled in the same manner by using column C.

When a regular employee's leave bracket will change during a calendar year, this fact should be anticipated and the total annual leave to be earned in each bracket credited at the beginning of the calendar year in advance in order to avoid having to credit annual leave on two occasions for the same year. Column D used in conjunction with column 1, shows the total annual leave credit due a regular employee advancing from leave bracket 2, at the beginning of any pay period, for the entire calendar year. In like manner column E covers advances from leave bracket 2 to leave bracket 3.

Chart of split year annual leave credits for regular employees

Column 1	Column A			Column B	Column C	Column D	Column E
Leave bracket changes effective—	Leave bracket			From bracket 1 to 2	From bracket 2 to 3	From bracket 1 to 2	From bracket 2 to 3
	1	2	3				
January 1.....	104:00	160:00	208:00	56:00	48:00	160	208
January 16.....	99:40	153:20	199:20	53:40	46:00	158	206
February 1.....	95:20	146:40	190:40	51:20	44:00	155	204
February 16.....	91:00	140:00	182:00	49:00	42:00	153	202
March 1.....	86:40	133:20	173:20	46:40	40:00	151	200
March 16.....	82:20	126:40	164:40	44:20	38:00	148	198
April 1.....	78:00	120:00	156:00	42:00	36:00	146	196
April 16.....	73:40	113:20	147:20	39:40	34:00	144	194
May 1.....	69:20	106:40	138:40	37:20	32:00	141	192
May 16.....	65:00	100:00	130:00	35:00	30:00	139	190
June 1.....	60:40	93:20	121:20	32:40	28:00	137	188
June 16.....	56:20	86:40	112:40	30:20	26:00	134	186
July 1.....	52:00	80:00	104:00	28:00	24:00	132	184
July 16.....	47:40	73:20	95:20	25:40	22:00	130	182
August 1.....	43:20	66:40	86:40	23:20	20:00	127	180
August 16.....	39:00	60:00	78:00	21:00	18:00	125	178
September 1.....	34:40	53:20	69:20	18:40	16:00	123	176
September 16.....	30:20	46:40	60:40	16:20	14:00	120	174
October 1.....	26:00	40:00	52:00	14:00	12:00	118	172
October 16.....	21:40	33:20	43:20	11:40	10:00	116	170
November 1.....	17:20	26:40	34:40	9:20	8:00	113	168
November 16.....	13:00	20:00	26:00	7:00	6:00	111	166
December 1.....	8:40	13:20	17:20	4:40	4:00	109	164
December 16.....	4:20	6:40	8:40	2:20	2:00	106	162

Leave for Postmasters

100. Except as provided in this article, annual and sick leave is granted postmasters in accordance with articles 95 and 96 of this chapter.

Postmasters shall not absent themselves from their offices without written authority in advance from the inspector in charge of the division in which the post office is located. However, in an emergency a postmaster may absent himself for not longer than 2 days without first securing written authority, but he must make prompt report thereof and secure the approval of the inspector in charge.

Inquiries about leave should be made to the inspector in charge of the division in which the post office is located, and every application for leave of absence shall be made on Form 3957-B by postmasters of the first-, second-, and third-classes and on Form 3957-F by postmasters of the fourth-class, and forwarded to that official. When extended leave is requested on account of illness, the application should be accompanied by a doctor's certificate. Telegrams applying for leave shall be prepaid and replies thereto from the inspector in charge sent "collect."

Annual and sick leave with pay will not be granted postmasters at the beginning of a year immediately following a period of absence in a nonpay status in the preceding year unless and until there is a return to duty.

The minimum charge for absence on annual leave shall be 1 hour for postmasters at offices of the first, second, and third classes, and one-half day for postmasters at offices of the fourth class. As the work-day varies at fourth-class offices, a charge of one-half day will be made in those instances where the postmaster does not devote one-half of the number of hours set forth in chapter I, article 21.

The minimum charge for absence on account of sickness shall be one-half day. Application for sick leave shall be filed within 2 days after return to duty or at the end of each 30-day period in cases of extended illness.

The charge for leave without pay shall be in units of 1 day.

Fourth-class postmasters desiring to absent themselves from their duties on sick or annual leave or leave without pay are authorized to employ a person to conduct the office during such absence at a daily rate of pay equal to that of the postmaster, on a 100-percent basis including longevity, but exclusive of the rent, light, and fuel allowance. No provision is made for a replacement during any other type of absence except sick or annual leave. The absence will not relieve the postmaster of

strict responsibility for the conduct of the affairs of the office and while the person left in charge must execute the official oath of office he need not be bonded to the United States. The postmaster may require that the person execute a bond in his favor as postmaster.

Application blank, Form 3957-F, provides spaces for the application for leave and approval by the inspector in charge, and additional spaces for the annual salary of the office; the daily base pay rate, the number of days it will be necessary for someone to be employed in the office during the postmaster's absence, and the total salary to be earned by the person so employed. The total salary will be determined by multiplying the number of actual days of necessary employment by the daily base pay rate. The above information must be furnished in its entirety on each application for leave, and except in emergencies, the application must be submitted 10 days in advance of the time the leave is to commence. Absence on account of illness must be reported to the inspector in charge immediately upon the employment of a person to conduct the office, either by the postmaster or the person so employed, giving the annual and daily salary rate, and approximate duration of absence if possible. An application for leave should not cover portions of two quarters. If the absence will cover more than one quarter, a separate leave application should be submitted for each quarter. Applications for sick leave should be submitted within 2 days after return to duty or at the end of each 30-day period in cases of extended illness and at the end of the quarter.

The compensation of a replacement during the absence of a fourth-class postmaster will be allowed for absence on Saturdays which occur within or at the beginning or end of the period of annual or sick leave. The replacement is not entitled to compensation for Sundays and holidays that may occur during such period of sick or annual leave. When the postmaster is absent on leave without pay the replacement is entitled to pay for each day of absence including Sundays and holidays. Under no circumstances will pay be allowed for a replacement when the postmaster is on duty and not charged with leave. It, therefore, is absolutely essential that the inspector in charge be promptly notified if any portion of the leave which has been granted is not used, and of the type of leave desired.

101. Conventions.—Leave of absence with pay is granted without application therefor, and without charge to annual leave, to postmasters who desire to attend their State and national postmasters' conventions for the time in attendance at the

convention and actual time taken to travel to and from the convention by the shortest possible route by train. Offices must be left in charge of competent employees, and when a postmaster returns to his office, he must make prompt report of his absence to the inspector in charge.

LEAVE WITHOUT PAY

Employees Other Than Rural Carriers

102. Postmasters may, in addition to leave of absence with pay provided by law, grant leave of absence without pay to employees for urgent personal reasons, such leave not to exceed 30 days in any case during any one fiscal year. Application for leave without pay for a period longer than 30 days shall be submitted to the proper bureau of the Department with a full statement of the facts and recommendation. An employee shall not be allowed to start on such leave until formal approval has been received from the Department.

Leave without pay may be granted on account of personal illness after accumulated sick and annual leave have been exhausted, unless the employee elects to take leave without pay in lieu of annual leave. Compensatory time due an employee absent on account of personal illness should be charged on the day the employee is scheduled to take such compensatory time provided that all compensatory time is charged before leave without pay is granted.

Absence without pay of regular employees for part of a day shall be recorded in hours and fractions thereof, an hour being equivalent to one-eighth of a day. At the end of the pay period the recorded absences shall be added and deduction made for the nearest whole number of hours, 30 minutes or more being regarded as 1 hour and less than 30 minutes being ignored. Leave without pay shall be charged in minimum units of 1 hour. Employees should not be excused for fractions of an hour unless absolutely necessary.

Due to Illness

103. In accordance with the act approved July 28, 1916, an employee shall not be separated from the service because of absence on account of illness for a period less than 1 year. A postmaster may, without specific approval from the Department, upon written application of an employee, accompanied by proper physician's certificate, grant leave without pay on account of personal illness in 30-day periods for a total of not to exceed 1 year's continuous absence. Each new application shall be accompanied by a physician's certificate. An employee who has been absent from duty 3 months or longer

shall not be permitted to return to duty unless he produces a physician's certificate to the effect that he is restored to health and is able to perform the duties to which he is assigned. Postmasters shall exercise care not to permit an employee to return to duty for the mere purpose of breaking the continuity of his absence. When an employee has been absent for 3 months or longer his return to duty for a period of less than 30 days will not be considered as breaking the continuity of his absence.

Ordinarily, at the expiration of 1 year's continuous absence without pay an employee may be dropped without prejudice and a report of his separation submitted to the appropriate Bureau of the Department. However, such action is not mandatory and if the postmaster has reason to believe the employee will recover his health within a reasonable length of time beyond the 1 year period, he may grant, without prior approval of the Department, additional leave in 30-day periods as outlined above, not to exceed 90 days. If the employee's condition indicates that leave without pay beyond that period is necessary incident to full recovery, the postmaster should submit a comprehensive report to the Department with appropriate recommendation and retain the employee on the roll pending a decision by the Department.

An employee who is separated because of continuous absence without pay for 1 year and has as much as 5 years' service to his credit to entitle him to retirement shall be notified by the postmaster at the time of his separation of his eligibility to apply for retirement on account of disability under the Civil Service Retirement Act and that such application must be filed within 6 months after the date of separation.

Due to Injury

104. An employee who is injured in the performance of his duties and is being paid compensation under the Federal Compensation Act of September 7, 1916, shall not be separated from the service, but shall be continued on the rolls of the office without pay until the United States Department of Labor, Bureau of Employees' Compensation, discontinues his compensation, unless the retirement age is reached while he is receiving compensation. When mandatory retirement age is reached, and having a retirement status (at least 15 years of allowable service and age 70), such employee shall be dropped from the post office rolls regardless of the fact that he is receiving disability compensation from the United States Department of Labor, Bureau of Employees' Compensation. Employees shall receive credit towards their retirement status for periods during which they receive disability compensation from

that Bureau. When compensation is discontinued and the employee is unable to return to duty, but has sufficient service to his credit to entitle him to retirement on account of physical disability (at least 5 years of allowable service), he shall not be separated from the service until he has been given an opportunity to retire in accordance with the Civil Service Retirement Act.

Rural Carriers

105. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence with pay for not exceeding 30 days in any one year to rural carriers without making report thereof to the Department. Entries of leave without pay for rural carriers shall be made on Form 4251. Applications for leave of absence to cover a longer period in cases of illness or disability received in the service shall be submitted by the postmaster to the Bureau of Post Office Operations, Division of Rural Service, with a full statement of the facts and the name of the temporary carrier to be employed, but leave of absence shall not be granted in any such case for more than 1 year. Rural carriers who desire to be absent for longer periods shall be dropped from the rolls without prejudice. The dropping of a rural carrier after 1 year's continuous absence because of illness or disability does not prevent his filing an application for retirement with annuity on account of total disability, if he has enough service to his credit to entitle him to such retirement.

Rural carriers absent on account of personal illness should be required to take their sick leave first, then their annual leave and then leave without pay unless the employees request that leave without pay be granted instead of annual leave. Application for leave without pay on account of sickness shall be accompanied, if possible, with a statement from the attending physician certifying as to the nature of the carrier's illness and its probable duration.

When a rural carrier is granted leave of absence without pay for a definite period, he shall be given credit for Sundays and holidays occurring at the beginning and end of such period, but not for those occurring within the period. If the leave of absence without pay is for an indefinite period, a carrier shall not be given credit for Sundays or holidays occurring within or at the close of the period of absence, nor shall he be given credit for being in a pay status until he actually returns to duty. When a rural carrier is suspended from duty as a disciplinary measure, pay shall be deducted for every day included in the period of suspension. Leave without pay is granted rural carriers in minimum units of 1 day. When a carrier is

absent on account of an injury sustained while on duty, the first date of absence and the name of the temporary carrier employed shall be reported promptly to the Bureau of Post Office Operations, Division of Rural Service. A report of the injury shall be made to the United States Department of Labor, Washington 25, D. C., Bureau of Employees' Compensation, upon a form which may be obtained from the nearest first-class post office. An employee who is injured in the performance of his duties and is paid compensation by the Bureau of Employees' Compensation, shall not be separated from the service, but shall be continued on the rolls without pay until such compensation has been discontinued, or the employee has been given an opportunity to retire.

PAYMENT FOR ACCRUED ANNUAL LEAVE

106. Employees who are separated from the service shall be paid in a lump sum for all accrued annual leave under the provisions of chapter XXIV, article 101.

EMPLOYEES ON TERMINAL LEAVE FROM ARMED FORCES

107. Any person who has performed active service in the armed forces after May 1, 1940, may, while on terminal leave pending separation from or release from active duty in such service under honorable conditions, enter or reenter employment of the Government of the United States, and, in addition to compensation for such employment, shall be entitled to receive pay and allowances from the armed forces for the unexpired portion of such terminal leave at the same rates and to the same extent as if he had not entered or reentered such employment.

COURT DUTY LEAVE

108. Classified regular (annual rate) employees and charmen and charwomen called for jury service or as witnesses for the Government in any court of the United States shall not receive any court fees or other compensation from the United States courts for such service. However, such employees serving on a jury or as witnesses for the Government in any State court shall accept the regular court fee, which should be turned over to the postmaster. Such fees received from employees other than rural carriers shall be deposited by the postmaster and accounted for in A/C 042. Employees subpoenaed in private litigation or by some party other than the Federal Government to testify in their official capacity shall collect the authorized witness fees and allowances for expenses of travel and subsistence. All amounts so collected over

and above the amount of the employee's actual allowable expenses should be turned over to the postmaster for deposit to A/C 042. The employee will be paid his regular salary as a post office employee, including any applicable night differential, while absent on jury duty, as a witness for the Federal Government, or as a witness in private litigation in his official capacity in any Federal or State court. Employees subpoenaed in private litigation or by some party other than the Federal Government to testify in either Federal or State courts, not in their official capacity but, as individuals, should retain the usual fees and expenses received for such services. However, the time absent by reason of such service must be taken as annual leave or leave without pay.

It is incumbent upon postmasters to ascertain the exact nature of the court duty when employees apply for leave of absence with pay, and whether such service is to be performed in a State court, and if so, to ascertain at the expiration of the service the exact amount of compensation received from the court. Jury duty in State courts comprises all jury service rendered in compliance with process emanating from State authorities, or in conformity to State legislation. This includes municipal, police, and coroner's jury service if summons to such jury service is issued through State authority. Where employees report for court duty and are excused by the court for the balance of the day or perform service for only part of that day, they are entitled to full compensation for the day in question but they need not report to the post office for duty. However, if they are excused from court duty for an extended period, they are not entitled to compensation for such days unless they actually perform service as postal workers.

Jury service or time served as a witness for the Government will not be charged against annual leave. If the employee is on annual leave when he is called for court duty, his leave will be canceled for the period of his court duty. If court service falls on a day scheduled as a compensatory day, the compensatory time is to be charged on the day scheduled, regardless of court duty. Employees, other than rural carriers, required to perform court duty on Saturdays, Sundays, or holidays will not be allowed compensatory time for such days. No overtime will be allowed for court or jury service.

A regular or char employee is entitled to keep fees covering jury duty in a State court on a nonworkday or when rendered outside his regular tour of duty without deduction being made from his postal salary. If a regular or char employee performs postal service for a portion of his regular

tour on a day when he also serves on jury duty in a State court, he may retain the jury fee in ratio to the nearest number of hours worked compared to his scheduled tour; if he works 2 hours of his regular 8-hour tour, he would retain one-fourth of the State court jury fee for the day involved.

When a regular employee is on compensatory time for a full day while serving on a State court jury, he is entitled to retain the entire jury fee for that date. If scheduled to take compensatory time for a portion of a day and absent the remainder of the day on State court jury duty, he should retain a part of the jury fees in proportion to the compensatory time granted.

The following classes of employees are exempt from the provisions of the foregoing instructions and may receive and retain fees or compensation incident to court or jury service: Special-delivery messengers at other than first-class offices, substitute employees, job cleaners, and temporary rural carriers.

Rural Carriers

109. In every case where a rural carrier is called upon to perform court duty for the Government an immediate report shall be made by the postmaster to the rural disbursing postmaster, giving dates, name of substitute carrier who served the route, information as to whether the service was in a Federal or State court, and if in a State court, whether compensation or fees were received. Any fees received shall be collected from rural carriers and forwarded to the rural disbursing postmaster for deposit in his accounts as Miscellaneous Receipts. Rural carriers who are required to perform court duty on Saturday shall be considered as rendering service that day and shall be paid their regular rate of compensation. (See ch. I, arts. 98 to 104, regarding travel and subsistence allowances for court attendance.)

ABSENCE WITHOUT PERMISSION

110. An employee absenting himself without leave shall be reprimanded by the postmaster, or reported to the proper Bureau of the Department.

A rural carrier who is absent without permission from the postmaster shall forfeit his pay for the period of such absence, which shall be reported to the Department, and in addition may be reprimanded, suspended without pay, or removed from the service, as the circumstances may warrant.

ABSENCE ON THE 31ST DAY OF THE MONTH

111. When a regular employee is absent on the 31st of the month and the absence

cannot properly be charged against accrued annual leave, sick leave, or compensatory time, it shall be charged as leave without pay and 1 day's pay deducted therefor: *Provided*, That if absence on the 31st occurs within a period of leave without pay of more than 1 day and the employee is properly excused from duty on the 31st, no deduction shall be made for that date.

These instructions apply equally to rural carriers if the 31st is a workday. However, the Comptroller General has ruled (B-55259 of February 4, 1946), that a temporary rural carrier shall be paid for service performed on the 31st of a month if he works less than a full pay period.

Deduction for absence on the 31st of the month shall not exceed the amount of salary earned during the pay period in which the absence occurred.

LEAVE TO ATTEND FUNERALS OF VETERANS

112. Regular postal employees (except rural carriers and employees paid on an hourly basis) who are veterans of the Spanish-American War, World War I, or World War II may be excused up to 4 hours to cover absence from their regular tours of duty when such absence is necessary to participate as active pallbearers or as members of firing squads or guards of honor in funeral ceremonies for members of the Armed Forces of the United States who lost their lives in World War II and whose remains are returned from abroad for final interment in the United States. There shall be no deduction made from employees' annual leave or compensation for the time that they are excused. Employees may not be excused for periods longer than it is necessary for them to be absent from their regular tours of duty incident to the funeral ceremonies, and for any absences in excess of 4 hours charge must be made against their annual leave or deduction made from their salary.

ABSENCES ON MILITARY DUTY

113. Postmasters, supervisors, war service indefinite employees, temporary indefinite employees in the Custodial Service, and all regular employees summoned for military or naval duty must be allowed leave with pay as prescribed in articles 114 to 116 of this chapter. Substitute employees are not entitled to absence with pay on military duty. However, classified substitutes may use any accumulated annual leave during such absence.

National Guard Service

114. Employees enumerated in article 113 of this chapter, who are members of

the National Guard are entitled to leave of absence without loss of pay, time, or efficiency rating on all days during which they shall be engaged in field or coast-defense training, ordered or authorized by the Department of Defense, under the provisions of section 80 of the National Defense Act of June 3, 1916, as amended, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the National Guard shall not react against applicants for positions in the Postal Service.

The orders must, in all instances, be drawn "By authority of the Secretary of Defense and/or in compliance with instructions from the Chief, National Guard Bureau (of the Department of the Army)," and such a statement must be a part thereof. Orders issued by State governors calling out members of State National Guards to suppress disturbances, attend rifle matches except when conducted in connection with the regular annual encampment, parades, unveilings, or in connection with flood controls, etc., without authority of the Department of the Army do not entitle one to military leave.

Members of the National Guard of the District of Columbia, both officers and enlisted men, are entitled to leave of absence without loss of time, pay, or efficiency rating on all days while in attendance within the District of Columbia at any District National Guard parade or encampment ordered by the commanding general.

"Section 80 of the National Defense Act of June 3, 1916, does not authorize the granting of military leave of absence with pay to an officer of the National Guard while in attendance at a military school for the purpose of pursuing a course of instruction (16 Comp. Gen. 953)."

Officers' Reserve Corps and Enlisted Reserve Corps

115. Employees enumerated in article 113 of this chapter, who are members of the Officers' Reserve Corps or the Enlisted Reserve Corps, are entitled to military leave, without loss of pay, time, or efficiency rating on all days during which they shall be ordered to duty with troops or at field exercises or for instructions, for periods not to exceed 15 days in any one calendar year, and, when relieved from military duty, shall be restored to the position held by them when ordered to military service. Membership in the Officers' Reserve Corps or the Enlisted Reserve Corps shall not react against applicants for positions in the Postal Service.

A member of the Officers' Reserve Corps is entitled to military leave of absence when ordered to active duty with or with-

out his consent for training, or for instructions for a period of not to exceed 15 days in any one calendar year (18 Comp. Gen. 236).

It is not obligatory to grant any form of leave other than the 15 days' military leave to officers and employees voluntarily entering on duty with troops in time of peace under orders issued with consent (16 Comp. Gen. 1103).

Members of the Officers' Reserve Corps are not entitled to military leave when they are ordered for indefinite duty with the Regular Army in an emergency. The law is limited in its application to the regular annual training periods of not to exceed 15 days in each calendar year to which such officers are authorized to be ordered without their consent (19 Comp. Gen. 513).

Naval Reserve, Marine Reserve Corps, Coast Guard Reserve

116. Employees enumerated in article 113 of this chapter, who are members of the Naval Reserve Corps, the Marine Reserve Corps, or the Coast Guard Reserve are entitled to military leave without loss of pay, time, or efficiency rating on all days during which they may be employed with or without pay under the orders or authorizations of appropriate authority on training duty for periods not to exceed 15 days in any one calendar year, and, when relieved from reserve duty, they shall be restored to the position held by them when ordered to such duty.

Allowances for Replacements for Military Absence

117. The Department believes that it is feasible to arrange duties and schedules of postal personnel so that leave of absence to perform military and naval duty may be granted without detriment to the service. All absences due to military leave should be absorbed insofar as practicable and requests for allowances in this connection should be held to the absolute minimum. In instances where a large number of employees of a postal organization are called out to perform military or naval duty and their absences would seriously embarrass the Postal Service, the postmaster or other administrative officer in charge should notify the Department and present the matter to the proper commanding officer with a request that the employees whose services are imperative to carry on the work in the post office be excused from military service at the particular time.

Where it is determined that replacements will be necessary postmasters should include such amounts on the regular estimates to cover necessary replacements for the absences. Where such absences and necessary replacements are not anticipated

sufficiently in advance to be included in the regular estimate reports, request for the allowance should be submitted by the postmaster in letter form as soon as military or naval orders are made known by the receiving employees.

On the basis of the military or naval orders on which military leave is granted, postmasters may pay semimonthly salaries to absentees covering service on training duty prior to the time they actually receive and approve Forms 3957-A. Such leave is in addition to the annual vacation to which officers and employees of the postal service are entitled each fiscal year.

Days Allowable Within Periods of Absence

118. Saturdays, Sundays, holidays, and any other nonworkdays falling within the period covered by the orders will be counted in the 15 days' military leave authorized to members of the National Guard, the Officers' Reserve Corps, the Enlisted Reserve Corps, the Naval Reserve, Marine Reserve Corps, and the Coast Guard Reserve.

General

119. Employees entitled to military leave benefits shall, upon completion of training, furnish their postmaster or other administrative office with a certificate, Form 3957-A, in duplicate, together with a copy of the military or naval orders covering the service performed. Postmasters are authorized to give final approval of certificates of military service for all employees under the jurisdiction of the Division of Post Office Personnel, Bureau of Post Office Operations, except rural carriers and postmasters, and under the jurisdiction of the Bureau of Facilities in the Custodial, Vehicle and Pneumatic Tube Services. Forms 3957-A, together with copies of the orders, will be forwarded to rural disbursing postmasters for rural carriers and to the proper inspector in charge in the case of postmasters.

Leave with pay for military training is limited to the National Guard; Officers and Enlisted Reserve Corps; and the Naval Reserve, Coast Guard Reserve, and Marine Reserve Corps. Leave with pay for service with such organizations as State guards, etc., may not be granted but employees may be granted annual leave or leave without pay for service with such organizations.

Employees who are members of the Officers' Reserve Corps or Enlisted Reserve Corps are entitled to leave of absence with pay when ordered to duty with troops, at field exercises, or for instructions. The term "On the Job Training" which appears in some military orders is considered to be a course of instruction with regular military units.

Employees who are members of the Naval Reserve and Marine Corps Reserve are entitled to leave of absence with pay only

when ordered to duty for training. Such training does not include a course of instructions.

Military leave with pay may not be granted for service with the National Guard when ordered out by State governors without authority of the Department of the Army in connection with disturbances, parades, floods, etc.

Employees who are members of the National Guard are entitled to leave of absence with pay only when their orders require them to engage in field or coast defense training.

Militia Duty

120. Persons employed by the United States in the transmission of the mail shall be exempt from militia duty.

Military Leave and Reemployment Rights Under the Universal Military Training and Service Act

121. Coverage.—Under the Universal Military Training and Service Act, approved June 19, 1951 (formerly the Selective Service Act of 1948), postmasters and classified employees who enter on active duty in the Armed Forces of the United States subsequent to June 24, 1948, for a period not to exceed 4 years (exclusive of any additional service imposed by law) are, upon discharge, entitled to reemployment rights provided they meet the requirements set forth in article 125 of this chapter. This applies to those employees who are ordered or called to active duty after volunteering for service, in the same manner as those who do not volunteer.

Temporary and indefinite employees do not have mandatory reemployment rights under this act, and will be dropped from the rolls upon entering the Armed Forces. However, they will receive the benefits of this act, if recommended by the postmaster, provided they are reappointed in the post office within 90 days after honorable discharge from the military service.

122. Leave.—Leave of absence under the Universal Military Training and Service Act is limited to 4 years, exclusive of any additional service imposed by law and may include more than one enlistment if the total period of military service subsequent to June 24, 1948, is not more than 4 years.

Postmasters and classified employees who enlist or are ordered to active duty under the provisions of this act shall be carried on the rolls as absent on military leave without pay.

Postmasters and employees, except substitutes, may be excused from duty with pay and without charge against annual leave for the number of hours necessary for physical examinations when entering the Armed Forces. They are not entitled to post office salary if they receive military

pay for such absence unless the absence is charged to annual leave.

Regular employees having accrued annual leave to their credit as of the date they enter the Armed Forces may be paid in a lump sum for such leave, or they may elect to have such leave held over to be taken when they are reassigned to their duties. Regular employees who prior to entering the military service have been granted annual leave in excess of that earned on a pro rata basis will not be required to make refund of the salary paid for the unearned portion of leave granted. However, upon reassignment from military service, the total excess leave granted will be charged against leave subsequently credited.

123. Submission of forms to Department upon entering military service.—When a classified employee enters the military service, the postmaster should submit appropriate personnel forms to the bureau concerned as soon as it is definitely known that the employee will be retained in the military service. It is important to report the exact date the employee entered the military service.

When classified employees under the jurisdiction of the Bureau of Post Office Operations, Division of Post Office Personnel, enter the military service, postmasters should make reports thereof on Forms 1532, in triplicate, modified as follows:

"The following employee has been granted military leave without pay:"

The effective date should be the first date of absence.

For employees under the jurisdiction of the Bureau of Facilities, Form BOM-2 should be submitted to the Division of Buildings Management for custodial service employees; and Form P. O. 50 to the Division of Vehicle Service for vehicle service and pneumatic tube service employees. These forms should be suitably altered to show entry on military leave.

Reports of the absence of rural carriers on military leave should be made by letter to the Bureau of Post Office Operations, Division of Rural Service, stating the date leave began and the name and date of first service of the person employed as temporary carrier.

Any postmaster called for military service should promptly advise the Bureau of Post Office Operations, Division of Postmasters, submitting a copy of his military orders. An acting postmaster will be appointed for the period of absence, which will relieve the regular postmaster of all responsibility under his bond during his absence.

124. Filling military vacancies.—Substitutes may not be converted to regular positions incident to the absence of regular employees on military leave. Further, classified substitutes may not be appointed inci-

dent to temporary military vacancies. When replacement is necessary, postmasters should submit appropriate forms for the appointment of temporary or indefinite substitutes. The forms must be specifically endorsed to show appointment as temporary or indefinite substitutes incident to a military vacancy. An employee absent because of military service shall be given the same consideration for promotion to a supervisory position as other employees on the rolls. Promotion in such cases will be effected as of the date it would have been made, notwithstanding the absence of the employee in military service.

When temporary military vacancies occur in supervisory positions by the promotions of employees on military leave or by the entrance of supervisors into military service, consideration will be given to recommendations from postmasters for promotions of employees to fill such positions temporarily. In such cases, postmasters should obtain from the employees signed statements reading substantially as follows, to be retained on file in the post office:

"I understand that my promotion to the position of is on a temporary basis in connection with military leave and that I may be relegated at any future date to my present position upon the return of any employee from military leave."

When temporary military vacancies occur in custodial, vehicle, or pneumatic tube positions, consideration will be given to recommendations from postmasters to fill them by temporary promotions. In such cases postmasters should obtain from the employees signed statements reading substantially as follows, to be retained on file in the post office:

"I understand that my promotion to the position of is on a temporary basis in connection with military leave and that I may be relegated at any future date to my present position upon the return of any (insert custodial or vehicle) employee from military leave." Any vacancies resulting from the absence of custodial or vehicle employees on military leave, or as the result of temporary promotions in connection with such absence, will be filled where necessary by the appointment of temporary or indefinite employees and not by the appointment of additional classified personnel.

Permanent vacancies occurring in supervisory, custodial or vehicle service positions may be filled temporarily when the employees (or supervisors) whom the postmaster would normally recommend are absent on military leave, provided they meet the qualifications. In such cases postmasters should obtain from the employees temporarily promoted statements reading substantially the same as those obtained when filling temporary military vacancies.

When the absent employee returns, the postmaster may submit his recommendations for his promotion and the relegation of the employee temporarily promoted.

Temporary promotions to military vacancies in the Custodial Service should be recommended on Forms BOM-62. For Vehicle Service employees, Forms P. O. 50 should be submitted.

125. Requirements for reassignment to duty.—Without prior authority from the Department, postmasters shall reassign classified employees who have been granted leave of absence under this act for a period of not more than 4 years subsequent to June 24, 1948 (exclusive of any additional service imposed according to law); receives a certificate of satisfactory completion of training and service; makes application for reassignment within 90 days after discharge or from hospitalization continuing after discharge for not more than 1 year and are still qualified to perform the duties of their position.

It is mandatory that classified employees entitled to reassignment be restored to their positions within 30 days from the date they make application for reassignment, and they should be restored immediately in every instance where it is possible to do so. If they are not qualified to perform the duties of their position by reason of disability sustained during military service but are qualified to perform the duties of any other position, they shall be restored to their former position and full report concerning their disability submitted promptly to the Department.

126. Submission of forms in Department upon reassignment to duty.—Reports of the return of employees under the jurisdiction of the Bureau of Post Office Operations, Division of Post Office Personnel, should be made on Forms 1533, in triplicate, endorsed, "Return from Military Duty."

Postmasters should submit to the appropriate division of the Bureau of Facilities, Forms BOM-1 showing the return to duty of custodial employees, and Forms P. O. 50 for Vehicle Service and Pneumatic Tube Service employees.

Reports of the return to duty of rural carriers should be made by letter to the Bureau of Post Office Operations, Division of Rural Service, indicating the date of first service of the regular carrier and the date of last service of the temporary carrier.

Postmasters desiring to be restored to their former positions must make application for reemployment to the Bureau of Post Office Operations, Division of Postmasters, within 90 days of the date of discharge and present a Certificate of Satisfactory Completion of Training and Service.

127. General.—Classified employees entering the military service should be notified upon entry that, in order to be entitled to

their former positions and seniority, they must make application for reassignment within 90 days after being relieved from military duty or from hospitalization continuing after discharge for a period of not more than 1 year. They should also be notified that they must present a certificate of satisfactory completion of training and service. Employees failing to comply within the specified time limit will be separated from the service. If they later apply for reinstatement, their applications will be considered under the same rules governing reinstatement of persons separated for other reasons.

Classified employees will receive credit for time served on military leave for the purpose of determining advancement to a higher grade upon return to duty, such time to include the period between the date of discharge from the military service and the date of reassignment to duty in the post office.

Employees entering the Merchant Marine Service may not be granted leave of absence under this act.

If it is determined that an employee has been discharged from the armed forces and has not applied for reassignment to duty within the prescribed time (see art. 125 above), separation forms showing date of discharge should be submitted to the proper Division of the Bureau involved. Date of separation should not be prior to the expiration of the period allowed to apply for reassignment to duty. If necessary, postmasters should correspond with the appropriate branch of the Department of Defense, Washington 25, D. C., to ascertain the date of discharge and other pertinent facts in such cases.

When it is necessary to employ additional auxiliary assistance incident to military vacancies, postmasters should submit to the appropriate Bureau estimates of the amounts of such assistance needed.

At post offices where the use of Forms P. O. 50 has been authorized, postmasters shall use that form in lieu of the personnel forms mentioned herein.

SALARIES

Postmasters and Supervisors

128. How fixed.—The salaries of postmasters and assistant postmasters at all classes of post offices and of officers and supervisory employees at post offices of the first class shall be annual salaries, to be fixed by the Postmaster General based upon gross postal receipts as shown in the quarterly returns of the respective post offices for the calendar year immediately preceding, at the rates shown in articles 132 to 135 of this chapter: *Provided*, That in fixing the

salaries of the postmaster and supervisory employees in the post office at Washington, District of Columbia, the Postmaster General may, in his discretion, add not to exceed 75 per centum to the gross receipts of that office.

129. Central accounting offices.—At central accounting offices where the gross postal receipts are less than \$7,000,000 the superintendent of finance, or the employee in charge of central accounting records and adjustments of the accounts, shall be allowed \$200 per annum in addition to the salary specified in article 132 of this chapter. At central accounting offices with receipts of less than \$1,000,000, the employee performing the duties of an auditor shall be allowed a salary equal to that of a foreman.

Adjustment of

130. Postmasters' salaries are adjusted effective at the beginning of each fiscal year (July 1) upon the basis of quarterly returns for the calendar year ended December 31 preceding the adjustments.

When the receipts fall below the minimum required for the class to which an office is assigned, it is relegated to its proper class. Such change is made effective at the beginning of the fiscal year.

At seasonal offices of the fourth class the payment of the fixed annual salary of the postmaster is prorated over the months such office is open for business during a fiscal year. The salaries of postmasters at newly established offices of the fourth class are fixed at the lowest salary rate.

Whenever unusual conditions prevail, any fourth-class office may be advanced to the appropriate class indicated by the receipts of the preceding quarter.

When two or more postmasters serve the same office during the same quarter, the salary of the office shall be divided pro rata among them.

Withdrawal of

131. Postmasters shall withdraw their accrued salaries semimonthly on the 16th day of the month and the 1st day of the following month, or as soon thereafter as practicable. The salaries of postmasters at seasonal offices of the fourth class shall be prorated and withdrawn over the months such offices are open for business during a fiscal year. The salaries of postmasters at seasonal offices of the third class may not be prorated and withdrawn over the months such offices are open for business during a fiscal year. During the periods of the year when a third-class seasonal office is closed, the postmaster shall submit requisitions for cash to the central accounting office following each pay period and render a quarterly postal account showing the amount advanced by the central accounting office and the payment of his salary.

132. Post offices of the first class:

Gross receipts	Per annum rates					
	Post-master	Assistant post-master	General superintendent of mails; general superintendent of finance	Assistant general superintendent of mails	Assistant general superintendent of finance	Superintendents
\$80,000,000 and up-----	\$13, 770	\$8, 470	\$7, 470	\$6, 870	\$6, 870	\$6, 470
\$40,000,000 to \$79,999,999.99-----	13, 770	8, 470	7, 470	6, 870	6, 870	6, 470
\$20,000,000 to \$39,999,999.99-----	12, 770	7, 970	7, 270	6, 870	6, 870	6, 470
\$10,000,000 to \$19,999,999.99-----	11, 770	7, 070	6, 870	6, 670	6, 670	6, 270
\$7,000,000 to \$9,999,999.99-----	10, 770	6, 870	6, 570	6, 470	6, 470	6, 170

Gross receipts	Per annum rates								
	Senior assistant superintendents	Chief station examiner	Assistant superintendents	Auditor	Assistant auditor	Station examiners	General foremen	Foremen	Clerks in charge
\$80,000,000 and up-----	\$6, 270	\$5, 470	\$5, 670	\$6, 170	\$5, 470	\$5, 170	\$5, 370	\$4, 896	\$4, 570
\$40,000,000 to \$79,999,999.99-----	6, 270	5, 470	5, 670	6, 170	5, 470	5, 170	5, 331	4, 896	4, 570
\$20,000,000 to \$39,999,999.99-----	6, 202	5, 470	5, 670	5, 984	5, 470	5, 170	5, 331	4, 896	4, 570
\$10,000,000 to \$19,999,999.99-----	5, 870	5, 370	5, 658	4, 970	4, 870	4, 970	5, 114	4, 896	4, 570
\$7,000,000 to \$9,999,999.99---	5, 766	5, 370	5, 270	4, 870	4, 770	4, 970	5, 005	4, 896	4, 570

Gross receipts	Per annum rates						
	Post-master	Assistant post-master	Superintendent of mails	Superintendent of finance	Superintendent of money orders	Senior assistant superintendent of mails	Assistant superintendents of mails
\$3,000,000 to \$6,999,999.99-	\$9, 770	\$6, 270	\$6, 070	\$5, 770	\$5, 470	\$5, 670	\$5, 270
\$1,500,000 to \$2,999,999.99-	8, 770	6, 070	5, 870	5, 470	5, 170	5, 470	5, 270
\$1,000,000 to \$1,499,999.99-	7, 770	6, 070	5, 870	5, 470	5, 170	-----	5, 270
\$600,000 to \$999,999.99----	7, 370	5, 970	5, 670	5, 270	5, 070	-----	5, 070
\$500,000 to \$599,999.99----	7, 070	5, 870	5, 470	5, 170	4, 970	-----	5, 070
\$400,000 to \$499,999.99----	6, 570	5, 770	5, 370	-----	-----	-----	5, 005
\$300,000 to \$399,999.99----	6, 370	5, 670	5, 370	-----	-----	-----	5, 005
\$250,000 to \$299,999.99----	6, 170	5, 570	5, 270	-----	-----	-----	5, 005
\$200,000 to \$249,999.99----	6, 070	5, 470	5, 170	-----	-----	-----	-----
\$150,000 to \$199,999.99----	5, 970	5, 370	5, 170	-----	-----	-----	-----
\$120,000 to \$149,999.99----	5, 870	5, 270	5, 070	-----	-----	-----	-----
\$90,000 to \$119,999.99----	5, 770	5, 170	5, 005	-----	-----	-----	-----
\$75, 000 to \$89,999.99----	5, 670	5, 070	4, 896	-----	-----	-----	-----
\$60,000 to \$74,999.99----	5, 570	4, 970	4, 787	-----	-----	-----	-----
\$50,000 to \$59,999.99----	5, 470	4, 970	4, 678	-----	-----	-----	-----
\$40,000 to \$49,999.99----	5, 370	4, 896	4, 570	-----	-----	-----	-----

Gross receipts	Per annum rates						
	Assistant superintendents of finance	Assistant superintendents of money orders	Auditor	Station examiners	General foremen	Foremen	Clerks in charge
\$3,000,000 to \$6,999,999.99	\$5, 270	\$4, 970	\$4, 870	\$4, 970	\$5, 005	\$4, 787	\$4, 570
\$1,500,000 to \$2,699,999.99	4, 870	4, 870	4, 870	4, 870	4, 896	4, 787	4, 570
\$1,000,000 to \$1,499,999.99	4, 870	4, 870	4, 870	4, 870	4, 896	4, 787	4, 570
\$600,000 to \$999,999.99						4, 787	4, 570
\$500,000 to \$599,999.99						4, 787	4, 570
\$400,000 to \$499,999.99						4, 787	4, 570
\$300,000 to \$399,999.99						4, 787	4, 570
\$250,000 to \$299,999.99						4, 787	4, 570
\$200,000 to \$249,999.99						4, 787	4, 570
\$150,000 to \$199,999.99						4, 787	4, 570
\$120,000 to \$149,999.99						4, 787	4, 570
\$90,000 to \$119,999.99						4, 787	4, 570

133. Post offices of the second class:

Gross receipts	Per annum rates	
	Post-master	Assistant post-master
\$27,000 to \$39,999.99	\$5, 070	\$4, 670
\$18,000 to \$26,999.99	4, 870	4, 570
\$12,000 to \$17,999.99	4, 770	4, 461
\$8,000 to \$11,999.99	4, 770	4, 352

Provided, That where the gross postal receipts of a post office of the second class for each of two consecutive calendar years are less than \$8,000, or where in any calendar year the gross postal receipts are less than \$7,000, it shall be relegated to the third class.

134. Post offices of the third class:

Gross receipts	Per annum rates, postmasters
\$7,000 to \$7,999.99	\$4, 298
\$6,000 to \$6,999.99	4, 162
\$5,000 to \$5,999.99	4, 058
\$4,200 to \$4,999.99	3, 917
\$3,500 to \$4,199.99	3, 781
\$3,000 to \$3,499.99	3, 645
\$2,700 to \$2,999.99	3, 509
\$2,400 to \$2,699.99	3, 400
\$2,100 to \$2,399.99	3, 264
\$1,900 to \$2,099.99	3, 128
\$1,700 to \$1,899.99	3, 019
\$1,500 to \$1,699.99	2, 883

Provided, That where the gross postal receipts of a post office of the third class for

each of two consecutive calendar years are less than \$1,500, or where in any calendar year the gross postal receipts are less than \$1,400, it shall be relegated to the fourth class.

135. Post offices of the fourth class:

Gross receipts	Per annum rates, postmasters
\$1,300 to \$1,499.99	\$2, 611. 20
\$1,100 to \$1,299.99	2, 494. 80
\$1,000 to \$1,099.99	2, 336. 04
\$900 to \$999.99	2, 177. 28
\$800 to \$899.99	2, 045. 44
\$700 to \$799.99	1, 914. 88
\$600 to \$699.99	1, 762. 56
\$500 to \$599.99	1, 588. 48
\$450 to \$499.99	1, 441. 60
\$400 to \$449.99	1, 327. 36
\$350 to \$399.99	1, 218. 56
\$300 to \$349.99	1, 111. 32
\$250 to \$299.99	979. 20
\$200 to \$249.99	848. 64
\$150 to \$199.99	685. 44
\$100 to \$149.99	522. 24
Less than \$100	326. 40

Station Supervisors

136. The salary of superintendents and assistant superintendents of classified stations shall be based on the number of employees assigned thereto and the annual postal receipts. No allowance shall be made for sales of stamps to patrons residing outside of the territory of the stations. At classified stations each \$25,000 of postal receipts shall be considered equal to one additional employee: *Provided*, That in determining the number of employees at a classified station, credit shall be allowed

for service performed by regular employees, substitute employees other than those serving in lieu of regular employees absent from duty for any cause, and temporary employees assigned to the station, and for each 2,024 hours of service performed by such employees credit shall be allowed for one employee.

At classified stations, the annual salaries of superintendents and assistant superintendents shall be as shown in the table in following column.

Vehicle Service Supervisors

137. The salaries of supervisory employees in the Vehicle Service shall be annual salaries based upon the number of employees supervised as follows: *Provided*, That, in determining the number of employees supervised, credit shall be allowed for service performed by regular employees, substitute employees other than those serving in lieu of regular employees absent from duty for any cause, and temporary em-

Station Supervisors

Number of employees	Superintendent	Assistant superintendents
2,001 and up	\$6, 470	\$5, 970
1,001 to 2,000	6, 470	5, 970
501 to 1,000	6, 370	5, 870
401 to 500	6, 170	5, 670
301 to 400	6, 070	5, 570
201 to 300	5, 970	5, 470
151 to 200	5, 770	5, 270
101 to 150	5, 670	5, 170
76 to 100	5, 549	5, 005
51 to 75	5, 331	4, 787
26 to 50	5, 114	
16 to 25	5, 005	
6 to 15	4, 787	
1 to 5	4, 678	

ployees, and for each 2,024 hours of service performed by such employees credit shall be allowed for one employee:

Vehicle Service Supervisors

Number of employees	Superintendent	Senior assistant superintendent	Assistant superintendent	Assistant superintendent of auxiliary garages	Chief of records	Chief mechanic; chief of supplies	Chief dispatcher; route supervisors	Mechanics in charge	Dispatchers
701 and up	\$6, 470	\$5, 970	\$5, 170		\$5, 170	\$5, 170	\$4, 970	\$4, 870	\$4, 470
401 to 700	6, 470		5, 170		5, 170	5, 170	4, 970	4, 870	4, 470
251 to 400	6, 170		5, 170		4, 870	4, 870	4, 870	4, 770	4, 470
101 to 250	5, 970		5, 170		4, 870	4, 870	4, 870	4, 770	4, 470
51 to 100	5, 770		5, 070	\$5, 070	4, 670	4, 670	4, 670	4, 570	4, 470
31 to 50	5, 570		4, 970	4, 970	4, 570	4, 570	4, 570	4, 470	4, 470
16 to 30	5, 170		4, 970	4, 970	4, 470	4, 470	4, 470	4, 470	4, 470
11 to 15	5, 070				4, 470			4, 470	4, 470
6 to 10	4, 870				4, 470			4, 470	4, 470
1 to 5					4, 470			4, 470	4, 470

CUSTODIAL SUPERVISORS

138. The salaries of supervisory employees in the Custodial Service shall be annual salaries as follows:

Cubic content of buildings	General superin- tendent	Assistant general superin- tendent	Superin- tending engineer	Superin- tendent of building	Assistant superin- tendent of building	Chief engineer	Assistant chief engineer	Assistant superin- tending engineer	Engineers	Inspection engineers	Mechan- ical engineers
2 or more buildings with— 50,000,000 cubic feet and up-----	\$6, 970	\$5, 970	-----	-----	-----	-----	-----	-----	-----	\$5, 970	\$5, 970
15,000,000 to 49,999,999 cubic feet-----	6, 970	-----	-----	-----	-----	-----	-----	-----	-----	5, 970	5, 970
1 or more buildings with— 40,000,000 cubic feet and up-----	-----	-----	-----	\$6, 770	\$5, 770	\$6, 770	\$5, 670	-----	\$4, 970	-----	-----
20,000,000 to 39,999,999 cubic feet-----	-----	-----	-----	6, 770	5, 766	6, 746	5, 666	-----	4, 970	-----	-----
15,000,000 to 19,999,999 cubic feet-----	-----	-----	-----	6, 270	5, 270	6, 270	5, 170	-----	4, 970	-----	-----
10,000,000 to 14,999,999 cubic feet-----	-----	-----	-----	5, 970	4, 970	5, 970	4, 970	\$5, 270	4, 787	-----	-----
6,000,000 to 9,999,999 cubic feet-----	-----	-----	-----	5, 670	-----	5, 670	-----	4, 970	4, 787	-----	-----
3,000,000 to 5,999,999 cubic feet-----	-----	-----	5, 970	5, 370	-----	5, 370	-----	-----	4, 787	-----	-----
1,000,000 to 2,999,999 cubic feet-----	-----	-----	5, 370	5, 070	-----	5, 070	-----	-----	4, 787	-----	-----
600,000 to 999,999 cubic feet-----	-----	-----	4, 370	-----	-----	-----	-----	-----	-----	-----	-----
Less than 600,000 cubic feet-----	-----	-----	4, 170	-----	-----	-----	-----	-----	-----	-----	-----

Number of employees supervised	Superin- tendent of shops	Assistant superin- tendent of shops	General foremen of me- chanics	Foremen of me- chanics	General foremen of laborers	Foremen of laborers	Foremen of ele- vator operators	Captain of guard	Lieuten- ent of guard	Chief tele- phone operator	Assistant chief telephone operator
151 and up-----	\$6, 770	\$5, 970	-----	-----	\$4, 770	-----	\$4, 470	\$4, 570	-----	-----	-----
101 to 150-----	6, 770	5, 970	-----	-----	4, 570	-----	4, 470	4, 570	-----	-----	-----
61 to 100-----	6, 570	5, 875	-----	-----	4, 352	\$4, 134	4, 352	4, 570	-----	-----	-----
41 to 60-----	-----	5, 658	-----	-----	4, 134	4, 134	4, 352	4, 570	-----	-----	-----
31 to 40-----	-----	-----	\$5, 222	\$4, 787	4, 134	4, 134	4, 352	4, 352	\$4, 134	\$4, 270	\$3, 917
21 to 30-----	-----	-----	5, 222	4, 787	-----	3, 917	4, 352	4, 352	4, 134	4, 270	3, 917
11 to 20-----	-----	-----	5, 222	4, 787	-----	3, 917	4, 134	4, 134	4, 134	4, 270	3, 917
1 to 10-----	-----	-----	5, 222	4, 787	-----	3, 699	-----	3, 917	3, 917	4, 270	3, 917

CUSTODIAL SUPERVISORS—Continued

Number of employees supervised		Foremen	Clerks in charge
151 and up	-----		
101 to 150	-----		
61 to 100	-----	\$4,787	\$4,570
41 to 60	-----	4,787	4,570
31 to 40	-----	4,787	4,570
21 to 30	-----	4,787	4,570
11 to 20	-----	4,787	4,570
1 to 10	-----	4,787	4,570

Employees in the Automatic Grades

139. Employees shall be divided into grades and shall receive basis annual salaries or hourly rates of pay as shown in the following compensation schedules:

	Grades								
	1	2	3	4	5	6	7	8	9
REGULAR EMPLOYEES									
Clerks in post offices of the third class; carriers in village delivery service	\$2,770	\$2,870	\$2,970	\$3,070					
Laborers; cleaners; matrons, head charmen, and head charwomen; junior mechanics	2,870	2,970	3,070	3,170	\$3,270				
Firemen laborers; elevator operators	2,970	3,070	3,170	3,270	3,370				
Mail handlers; messengers; watchmen; operators of the pneumatic tube service; garagemen-drivers; skilled laborers, sewers	3,170	3,270	3,370	3,470					
Telephone operators; firemen; guards; window cleaners; skilled helpers	3,170	3,270	3,370	3,470	3,570				
Special delivery messengers in post offices of the first class	3,170	3,270	3,370	3,470	3,570				
Elevator starters	3,270	3,370	3,470	3,570	3,670	\$3,670	\$3,770		
Clerks; carriers in the city delivery service; dispatchers of the pneumatic tube service; driver mechanics and general mechanics in vehicle service; nurses; painters									
Assistant enginemen; general mechanics (custodial); elevator mechanic helpers; pressmen, lock makers, mail bag repairers, mail	3,270	3,370	3,470	3,570	3,670	3,770	3,870	\$3,970	\$4,070

bag examiners, postmarking stamp makers, and mechanics in mail equipment shops; requisition fillers and packers in Division of Equipment and Supplies	3, 470	3, 570	3, 670	3, 770	3, 870				
Mechanics	3, 670	3, 770	3, 870	3, 970	4, 070				
Elevator mechanics	3, 870	3, 970	4, 070	4, 170	4, 270				
Special mechanics	4, 070	4, 170	4, 270	4, 370					
Principal review clerks	4, 270	4, 370	4, 470	4, 570					
Traveling mechanicians	4, 570	4, 670	4, 770	4, 870	4, 970	5, 070	5, 170		
Cost accounting clerks, purchasing clerks, and draftsmen in mail equipment shops	4, 470	4, 570	4, 670	4, 770	4, 870				
Examiners of equipment and supplies	5, 070	5, 170	5, 270	5, 370	5, 470	5, 570	5, 670	5, 870	
Carriers in rural delivery service:									
Fixed compensation per annum	1, 418	1, 442	1, 466	1, 490	1, 514	1, 538	1, 562	1, 586	1, 610
Compensation per mile per annum for each mile up to 30 miles of route	58	60	62	64	66	68	70	72	74
For each mile of route over 30 miles	20	20	20	20	20	20	20	20	20
SUBSTITUTE, TEMPORARY, AUXILIARY, AND CHAR EMPLOYEES									
Temporary carriers in rural delivery service on routes to which no regular carrier is assigned:	1, 418								
Fixed compensation per annum									
Compensation per mile per annum:	58								
For each mile up to 30 miles of route	20								
For each mile of route over 30 miles									
Temporary carriers in rural delivery service on routes having regular carrier absent without pay	}								
Substitute carriers in rural delivery service on routes having regular carriers absent with pay									
Hourly rates									
Clerks in post offices of the third class; carriers in village delivery service	\$1. 365	\$1. 415	\$1. 465	\$1. 515					
Charmen and charwomen	1. 425	1. 475							
Mail handlers, messengers, watchmen; operators of the pneumatic tube service; garagemen-drivers	1. 565	1. 615	1. 665	1. 715					
Special delivery messengers in post offices of the first class	1. 565	1. 615	1. 665	1. 715	\$1. 765	\$1. 815	\$1. 865		
Clerks; carriers in city delivery service; driver mechanics; general mechanics; dispatchers of the pneumatic tube service	1. 615	1. 665	1. 715	1. 765	1. 815	1. 865	1. 915	\$1. 965	\$2. 015
Special mechanics	1. 925								

¹ Rate authorized for the regular carrier.

140. Limitation on clerks in third-class offices.—Clerks in post offices of the third class shall not be appointed or promoted to a salary grade in excess of \$100 less than the salary of the postmaster at the office to which assigned. Substitute, temporary, or auxiliary clerks in post offices of the third class shall not be paid in excess of \$1.465 per hour where the salary of the postmaster is \$3,128 per annum; in excess of \$1.415 per hour where the salary of the postmaster is \$3,019 per annum; and in excess of \$1.365 per hour where the salary of the postmaster is \$2,883 per annum.

Longevity Grades

141. Each of the basic annual rates shown in articles 132 to 139 of this chapter is subject to longevity grades A, B, and C as provided in article 148 of this chapter.

Rural Carriers' Additional Compensation

142. A rural carrier assigned to a route over 30 miles in length served 6 days a week shall be paid for the first 30 miles at the rates per mile per annum and the fixed compensation per annum as provided for routes 30 miles or less in length, and shall be paid \$20 per mile per annum for each mile or major fraction thereof the route is in excess of 30 miles, based on actual mileage.

A rural carrier serving one triweekly route shall be paid a salary on the basis of a route one-half the length of the route served by him. A rural carrier serving two triweekly routes shall be paid a salary on the basis of a route one-half the combined length of the two routes.

The Postmaster General may, in his discretion, allow and pay such additional compensation as he may determine to be fair and reasonable in each individual case to rural carriers serving heavily patronized routes not exceeding 45 miles in length. The total annual compensation of a rural carrier serving a heavily patronized route of not exceeding 45 miles in length shall not exceed \$4,370, exclusive of maintenance allowance. A rural carrier below the maximum grade shall not be granted an additional allowance for serving a heavily patronized route in an amount that would exceed \$4,370 when added to the salary he would receive in the maximum grade.

In addition to their salaries, each carrier shall be paid for equipment maintenance 9 cents per mile per day for each mile or major fraction of a mile scheduled. The Postmaster General may, in his discretion, allow and pay such additional equipment maintenance allowance (not in excess of \$3 per day when combined with the equipment maintenance allowance provided by the preceding sentence) as he may deter-

mine to be fair and reasonable in the case of rural carriers entitled to additional compensation for serving heavily patronized routes. Payments for equipment and maintenance shall be at the same periods and in the same manner as payments for regular compensation.

Additional compensation is allowed to rural carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, when the carriage of such pouches increases the expense of the equipment required by the carrier or materially increases the amount of labor performed by him. Such compensation shall not exceed \$12 per annum for each mile the carrier is required to carry the pouches.

All claims for additional compensation on account of increase in the expense of equipment required, or of any material increase in the amount of labor performed because of the carriage of pouch mail, shall be submitted with a full statement of the facts to the Bureau of Post Office Operations, Division of Rural Service, through the postmaster, who shall make such comment or recommendation thereon as he may deem proper.

The pay of rural carriers and substitute rural carriers, which depends upon the length of the route, shall be determined in accordance with the records of the Post Office Department, which records shall be promptly corrected whenever the Postmaster General determines that they are not correct.

Substitute and Temporary Rural Carriers

143. A substitute rural carrier who performs service for a regular carrier absent with pay shall be paid at the same rate paid the regular carrier for each day's service, exclusive of Sundays and holidays. A temporary rural carrier serving a route in place of a regular carrier absent without pay shall be paid at the same rate paid the regular carrier, Sundays and holidays included except at the beginning and end of the period of employment. A temporary rural carrier serving a route for which there is no regular carrier shall be paid at the rate of salary provided for a carrier of grade 1 for the route on which service is performed, including Sundays and holidays except at the beginning and end of the period of employment.

A temporary rural carrier serving a rural route during a vacancy created by the induction of the regular carrier into the armed forces of the United States shall be paid for such service at the same rate that would have been paid to the regular carrier, Sundays and holidays included except

at the beginning and end of the period of employment.

In emergencies when a substitute clerk or carrier, a substitute special-delivery messenger at a first-class office, or a regular clerk or carrier, or a regular special-delivery messenger at a first-class office is assigned as a substitute or temporary rural carrier, he shall be paid from the rural-delivery appropriation at the rates above specified plus the regular equipment maintenance allowance. If a regular employee is so assigned he should be placed on leave without pay during the time he is absent from his regular tour of duty.

Special-Delivery Messengers' Automotive Equipment Maintenance

144. Postmasters at offices of the first class are authorized to pay special-delivery messengers 90 cents per hour for the use of their personally owned automotive equipment, including motorcycles, when the vehicle is actually used in making delivery of special-delivery mail, provided Government-owned trucks, or contract vehicles at a lower rate than 90 cents per hour, are not available.

The time for which payment is made at the rate of 90 cents per hour shall begin when the special-delivery messenger leaves the post office, with his vehicle, to make delivery of special-delivery mail and end upon his return to the post office—both to be supported by time-clock entries on the employee's daily time card. At the end of the employee's tour of duty, each day, the vehicle time should be totaled—hours and minutes—and carried forward each day to the end of the pay period.

The total allowable vehicle time for the pay period should then be determined from the employee's time card and payment made at the rate of 90 cents for each hour the vehicle was actually used in making delivery of special-delivery mail.

When special-delivery messengers are assigned to perform duties other than the delivery of special-delivery mail, i. e., collection, relay, parcel-post delivery or mounted route services, and they are instructed to use their personally owned automotive equipment because no Government-owned or other vehicle under contract for city-delivery service is available, payment for the use of the equipment shall not be made at the rate of 90 cents per hour. Postmasters must obtain bids for such vehicle service as is presently required for the use of hired vehicles assigned to city-delivery service and payment for the service is to be made at the lowest hourly rate determined from the bids received. An allowance covering all such

expenditures must be requested from the Bureau of Facilities, Division of Vehicle Service. When a special-delivery messenger is not the lowest bidder his vehicle shall not be used for regular city-delivery service. Payments to special-delivery messengers for vehicles furnished by them for purely city-delivery service must be on the basis of the lowest bid established by competitive bidding and must be charged to the allowance for the particular service performed.

When regular, substitute, and temporary postal employees, at first-class post offices, other than supervisors and special-delivery messengers, are assigned to deliver special-delivery mail and provide their personally owned automotive equipment in making delivery of special-delivery articles, they shall be paid at the rate of 90 cents per hour for automotive equipment maintenance, provided that: the employee is not under contract to furnish a vehicle for use in the city-delivery service; there is no Government-owned or contract vehicle available for the purpose; or no vehicle can be obtained for less than 90 cents an hour as a result of advertising. Timekeeping and payments for automotive-equipment maintenance should be handled in the same manner as prescribed for special-delivery messengers.

If the employee is under contract to furnish a vehicle for use in city-delivery service or another contract vehicle is available for that purpose, and the vehicle is used exclusively on certain trips to deliver special-delivery mail, payment should be made at the hourly rate for the vehicle if hired on an hourly basis and pro rata to the annual rate when furnished under an annual contract, provided the rate does not exceed 90 cents per hour. But, if the regular, substitute, or temporary postal employee, other than a supervisor or special-delivery messenger, is not under contract to furnish a vehicle for city-delivery service on an hourly or annual basis, and there is no Government-owned or other hired vehicle available, and the exigency is such as to require immediate action, postmasters may employ automotive equipment owned by such nonsupervisory employees at the rate of 90 cents per hour for the delivery of special-delivery mail only until a vehicle can be secured under contract by advertising. Allowances for each quarter must be obtained from the Bureau of Facilities, Division of Vehicle Service, covering all expenditures for vehicle service on an hourly basis.

Government-owned automotive equipment assigned to the city-delivery service must be utilized to the fullest extent possible to effect delivery of special-delivery mail,

provided, such additional assignment does not interfere with the collection, relay, parcel-post delivery and mounted route services, and the transportation of the mails.

All payments made for automotive equipment maintenance and for vehicle hire are chargeable to the Vehicle Service allotment.

Benefits for Certain Veterans of World War II

145. Any person whose name appeared on any list of eligibles at any time between May 1, 1940, and October 23, 1943, with respect to a position in the field service of the Post Office Department, who, lost opportunity for probational appointment because of military service during World War II, was certified for probational appointment to such position, and, subsequently, was given such appointment, shall, for the purpose of determining his rate of compensation and his seniority rights in the postal field service, be held to have been appointed to such position as of the earliest date on which an eligible standing lower on the same list of eligibles received a probational appointment therefrom. No regular employee in the postal field service shall be reduced to substitute status by reason of these benefits.

No person who has reenlisted after June 1, 1945, in the regular military establishment or after February 1, 1945, in the Regular Naval Establishment is entitled to the benefits of this article.

No person shall, by reason of the benefits of this article, be entitled to any compensation for any period prior to August 1, 1946.

PROMOTIONS

Annual Grade Increases

146. Employees for whom annual salaries and annual grade increases have been provided are promoted successively at the beginning of the fiscal quarter following 1 year's satisfactory service in each grade to the next higher grade until they reach the top grade, except that clerks in third-class offices shall not be appointed or promoted to a grade higher than \$100 less than the salary of the postmaster, including longevity. Not more than one increase in the rate of pay for such employees shall be allowed within a 12-month period.

If a substitute is excused or furloughed for as much as 90 days during the year, that fact should be considered in fixing the date of his annual grade increase. A substitute who is not employed for an extended period on account of lack of work, should be placed on furlough; otherwise he will be considered as available for duty and eligible for an annual grade increase.

Hourly Rate Employees

147. Hourly rate employees for whom annual grade increases have been provided are promoted to the next higher grade at the beginning of the quarter following 1 year of satisfactory service in a pay status, including time served as a special delivery messenger; except that substitute clerks at third-class post offices shall not be paid in excess of \$1.465 per hour where the salary of the postmaster is \$3.128; in excess of \$1.415 per hour where the salary of the postmaster is \$3.019; and in excess of \$1.365 per hour where the salary of the postmaster is \$2.883.

Longevity Promotions

148. Postmasters, supervisors, regular employees paid on an annual basis and charmen and charwomen paid on an hourly basis, shall become entitled to promotion to longevity grade A at the beginning of the quarter following 13 years of Postal Service; to longevity grade B at the beginning of the quarter following 18 years of postal service, and to longevity grade C at the beginning of the quarter following 25 years of postal service; except that employees for whom meritorious grades were provided under the act of July 6, 1945, Public Law 134, who were in the highest annual grade of their position or in a meritorious grade on May 3, 1950, and who would have progressed in the additional grades under Public Law 134 at an earlier date, shall retain their benefits under such law and shall be promoted to longevity grade A at the beginning of the quarter following 3 years of service in the highest annual grade, to longevity grade B at the beginning of the quarter following 5 years' service in longevity grade A, and to longevity grade C at the beginning of the quarter following 7 years' service in longevity grade B. The basic rate of pay for employees entitled thereto shall be increased by \$100 per annum for each longevity grade, except the basic rate for postmasters at fourth class offices shall be increased by 5 percent or \$100 whichever is the lesser.

Recommendations for Promotion

149. *Longevity and annual grade promotions.*—Thirty days before the end of each quarter, recommendations, when required, as explained in the next paragraph, shall be submitted to the proper Bureau of the Department on appropriate personnel forms for employees who are entitled to longevity and annual grade promotions. The forms specified in article 54 of this chapter shall be used, except that Forms P. O. 50 shall be used where authorized. For annual grade promotions, the forms must show whether the employees' services have been satisfactory.

Personnel forms must be submitted for all longevity and annual grade promotions, with the exception that forms are not required for the annual grade promotion of regular postal clerks, regular city carriers, and regular mail handlers at first- and second-class post offices, and regular special delivery messengers at first-class post offices when these employees have completed 1 year in the same position and grade. Also, personnel forms are not required for the annual hourly rate promotions of substitute postal clerks, substitute city carriers, and substitute mail handlers at first- and second-class post offices and substitute special delivery messengers at first-class post offices when these employees have completed one year in the same position and grade.

Postmasters having rural carriers under their jurisdiction shall submit statements to the proper rural disbursing postmaster at least 60 days prior to the date each rural carrier is due for automatic promotion. A statement from the postmaster at a first- or a second-class office will show the last annual rating of each carrier as satisfactory, unless previous report of unsatisfactory service has been made to the Department. A statement from the postmaster at a third- or a fourth-class office also will show the services as satisfactory, unless previous report has been made to the Department. The disbursing postmaster will prepare journals covering the automatic promotions, forward the journals to the Department and notify the postmasters concerned of the new rates of pay and the effective dates thereof. In instances where the statement from a postmaster at a first- or second-class office indicates that a carrier has failed to meet the requirements for promotion, the promotion will be withheld and a statement forwarded to the Department. With reference to rural carriers at third- and fourth-class offices, in instances where the statement from a postmaster at such office indicates that the service of a carrier has been unsatisfactory, the promotion of the carrier will be journalized, records altered to show the promotion and payment made at the new rate in the usual manner. However, such statements, together with related papers, must be forwarded to the Department for consideration.

Recommendations for Withholding Promotion

150. Recommendations for withholding promotion.—Annual grade promotions shall not be withheld in the case of employees in the automatic grades until they have been given a written warning and have failed to show proper improvement in their work requirements within 30 days from the written warning. Recommendations for withholding promotions should be submitted

on the personnel forms specified in article 54 of this chapter, except that Forms P. O. 50 should be used where authorized. A statement in explanation of the employee's rating should accompany the postmaster's recommendation.

When promotion is withheld because of unsatisfactory service, the employee cannot be promoted the following quarter but will be eligible at the beginning of the second quarter thereafter or any later quarter provided he is rendering satisfactory service.

When Absent Without Pay

151. The annual grade promotion of employees, except those drawing disability compensation from the Department of Labor, Bureau of Employees' Compensation, will be deferred for absence without pay in the following manner: When absent for 90 days or more during the year following his appointment or last promotion, he should not be recommended for further promotion until the completion of another quarter's service; 180 days or more, two more quarters' service; 270 days or more, three more quarters' service. When promotion is deferred, that fact should be reported to the Department.

Restoration After Reduction

152. When an employee has been reduced in salary because of his efficiency rating or for any other reason, he may be restored to his former grade or advanced to an intermediate grade at the beginning of the next quarter following the reduction, provided he has been given a rating of Satisfactory in the meantime. Recommendations for restorations in salary should be submitted to the appropriate Bureau for prior approval on the forms specified in article 54 of this chapter, except that Forms P. O. 50 should be used where authorized.

After an employee has been reduced in salary and not restored within one year, report should be submitted to the proper Bureau of the Department on appropriate personnel forms. When restoration in salary is denied on the ground of an Unsatisfactory efficiency rating, there should also be submitted a copy of Form 3990 with a statement of the employee's rating.

Promotion After Restoration

153. An employee who has been reduced and has been restored to his former grade is not entitled to credit for the period of service in the grade to which reduced in determining eligibility for automatic promotion. There may be a period of satisfactory service between the termination of the unsatisfactory service which caused reduction and the actual date of reduction. This period of satisfactory service should be added to the continuous satisfactory service following restoration to the employee's

former grade in determining the completion of the 1 year of service in that grade necessary for promotion (Comp. Gen. decision B-73658, dated June 23, 1948).

In recommending promotion in such a case the postmaster must state the date the unsatisfactory service terminated.

Filling Supervisory Positions

154. General.—The Department must hold postmasters responsible for the conduct of their offices, and for that reason postmasters are granted discretionary power in the selection of supervisors for probationary periods. While seniority is not the controlling factor in the selection of supervisory personnel, it should be given most careful consideration and the senior employees meeting the qualifications selected. However, postmasters are expected to look at the present and future needs of the service and select employees who are competent to perform the duties of supervisory positions, and who have potential ability to lead and direct the work of others—employees who primarily will have in mind the interests of the service with due regard for the interests and well-being of the employees whom they will supervise. In making selections, postmasters should bear in mind the qualifications necessary to become and remain good supervisors.

In passing over senior employees and selecting junior employees for supervisory positions, postmasters must be prepared, if called upon, to furnish good reasons for their action.

155. Post Office Operations.—When a vacancy occurs in a supervisory position that is under the jurisdiction of the Bureau of Post Office Operations, the postmaster may recommend the promotion to such position of an employee occupying any other supervisory position, or he may recommend a clerk or city letter carrier of grade 7 or above. If for any reason such clerks and carriers of grade 7 and higher are not available and an employee above the highest grade is not selected, clerks and carriers in the lower grades in the office shall be eligible for promotion. Such changes should be submitted on Form 1533, in triplicate, accompanied with letter setting forth the qualifications of the employee recommended, and shall not take effect before the date they are approved by the Department. If the person selected has not had prior supervisory experience, he will be granted his salary increase but will be considered on probation for a period of 90 days. If at the termination of the 90-day period the employee fails to meet the requirements of his new position, he should be so informed and given an opportunity to request reduction to his former position. If he does not request

reduction, it will be necessary to prefer charges. A report of the action in either case shall be made to the Department. It is not necessary to advertise vacancies in the supervisory force.

156. Custodial and Vehicle Service.—When a vacancy occurs in a supervisory position in the Custodial Service and Vehicle Service, postmasters must give first consideration to filling it by the promotion of a qualified employee in the same service. If such an employee is not available then consideration may be given to transfer, reinstatement, or appointment. Any recommendation for filling a supervisory position in either Custodial or Vehicle Service must be submitted for prior approval and shall not become effective prior to the date of approval. If the employee recommended is not of the same service detailed reasons for the selection must also be submitted.

If the person selected has not had prior supervisory experience, he will be granted his salary increase but will be considered on probation for a period of 90 days. If at the termination of the 90-day period the employee fails to meet the requirements of his new position, he shall be so informed and given an opportunity to request reduction to his former position. If he does not request reduction, charges shall be preferred. In either case, a report of the action taken should be submitted to the appropriate division. It is not necessary to advertise vacancies in supervisory positions in the Custodial or Vehicle Service.

GRIEVANCES OF EMPLOYEES

157. The right of employees to appeal through established supervisory channels without restraint, interference, coercion, discrimination, or reprisal is recognized.

The long-established practice of friendly informal discussions of service and personnel problems between employees, supervisors, and departmental officials will be continued. As a result of such informal discussions most matters which might become sources of grievances will undoubtedly, as in the past, be adjusted by arriving at a better understanding of conditions among all concerned. When after such discussions there remains a need to present a problem further, those concerned should proceed as follows and supervisors should assist employees in carrying out this procedure.

Immediate Supervisor to Unit Head

(a) An employee should first present a grievance to his immediate supervisor and if not satisfactorily adjusted, to the supervisor next in line of authority, or to the official in charge of the unit in which

he is employed, each of whom shall endeavor to obtain a prompt and satisfactory solution within the scope of his authority. For this purpose the following units are designated:

Unit	Official in charge
Post office-----	Postmaster.
Postal Transportation Service Division-----	Gen. Supt.
Post Office Inspection Service Division -----	Inspector in charge.
Division, Post Office Department -----	Director.

(b) Before a grievance reaches the unit head, it may be presented by the employee either orally or in writing or on behalf of such employee by a committee of not more than three postal employees of his own choosing. Grievances presented to the unit head must be in the form of a written statement indicating clearly the nature of the grievance and the pertinent facts as they exist in the opinion of the employee. The aggrieved should also advise the official in charge of the unit whether he desires a hearing on the grievance. After a grievance reaches the unit head, the employee may appear in person or be represented by a committee of not more than three persons of his own choosing, or both.

(c) The official in charge of a unit will carefully review the written statement relating to the grievance and if a hearing is requested he will hear the aggrieved, his chosen representatives, or both, and may call such witnesses as deemed necessary. He will also secure a written statement from any employee against whom a grievance may be directed. The aggrieved will be advised in writing of the decision of the official in charge of the unit within 20 days from the date the grievance is presented or notified of the additional time which will be required to render such decision. When the official in charge of the unit believes it necessary or desirable, he may appoint a board of review of not less than two nor more than three postal employees to hear the aggrieved or his representatives. The board will be advisory and designed to assist the official in charge of the unit in arriving at a decision.

Unit Head to Departmental Bureau Head

(d) When in the employee's opinion a grievance has not been satisfactorily adjusted by the official in charge of the unit, an appeal may be made in writing to the proper bureau head in the Post Office Department within 30 days from the date of the decision, or if no decision is rendered within 30 days from the date such decision was due, or the employee may request the unit head to refer the matter to the bureau head for review. Furthermore, an employee may, if he feels the circumstances warrant, present a grievance

initially to the departmental bureau head. However, this official will return all grievances which in his judgment should have been presented to the official in charge of the unit.

(e) An appeal to the bureau head should contain a copy of the matter submitted to the official in charge of the unit, the date the grievance was presented to the official in charge of the unit, a copy of the decision rendered, or a statement that no decision could be obtained. The aggrieved should also advise the bureau head whether he desires a hearing on the grievance. In order to expedite departmental action, it is desirable that the official in charge of the unit be notified by the employee when appeal is made to the Department.

(f) When an official in charge of a unit is advised that an appeal will be made to the Department or when the aggrieved makes a request that the decision be forwarded to the Department for review, he should promptly transmit through proper channels, copies of all papers relating to the case, with appropriate comment to the official in charge of the bureau, Post Office Department, Washington 25, D. C.

(g) Upon receipt of an appeal from, or a request to review, the decision of the official in charge of the unit the bureau head will arrange for a complete review of the facts and set a date for a hearing if such is desired. He will notify the aggrieved in writing of his decision and transmit a copy of the decision to the official in charge of the unit.

Departmental Bureau Head to Postmaster General

(h) When a decision of the bureau head is not considered satisfactory, it may be appealed to the Postmaster General, within 30 days after the decision is rendered, through the departmental Board of Appeals. Such appeals should be addressed to the Director of Personnel, Chairman, Board of Appeals, Post Office Department, Washington, D. C., and should contain a full statement as to the reasons for appealing, copies of the decisions rendered, and the name of the employee who will represent the aggrieved on the Board of Appeals. It should also be stated whether or not a hearing is desired. The Board of Appeals will consist of the following members:

Director of personnel, chairman (or such alternate as the Postmaster General may designate).

An employee to be designated by the aggrieved.

An employee to be designated by the bureau head.

(i) The Board of Appeals will not hear any grievance that has not been previously

considered by the bureau head. The board will hear the aggrieved, his chosen representatives, or both, and the departmental representatives and will secure any information or additional statements necessary. If additional evidence is received, the board may refer the case to the bureau head concerned for reconsideration. The functions of the board will be advisory and it will furnish the Postmaster General full report with proper recommendations, together with the comment of the bureau head. The Postmaster General will make a final decision. He will advise the aggrieved of the decision and send a copy to the bureau head.

ASSIGNMENTS

General

158. All newly appointed clerks under the jurisdiction of the Bureau of Post Office Operations are first to be assigned to the Mailing Division, and the assignments from that division to what may be considered as preferred clerical positions should be based on seniority and fitness for the position. At post offices where night work is required, a substitute appointed to the position of regular clerk shall be assigned to a night tour until by reason of seniority he becomes eligible for a vacancy occurring on a preferred tour.

Substitute clerks at first-class offices must not be assigned to any position involving financial responsibility, except in an emergency or where it would be impracticable to do otherwise.

Insofar as practicable, the auxiliary work, both clerk and carrier, should be pooled and divided equally among the classified substitutes.

However, when the available substitute hours are limited and an equalization would work a hardship on the substitutes already employed, the person selected as a newly appointed substitute should be given to understand that the additional place involved covers more or less temporary assistance and that he will not share in the substitute work unless the present substitutes are being employed 40 hours or more each week.

Preferred Assignments

159. When vacancies occur in preferred assignments, notices of such vacancies listing the requirements of and inviting applications for the position must be posted for at least 3 days in a conspicuous place in the post office and its stations and branches. When the applications are received, the senior competent employee making such application shall be assigned to the position for the purpose of serving a probationary period.

When a vacancy occurs on a preferred route the senior competent carrier making

application shall be assigned to the preferred route provided that not more than five reassignments of carriers shall be made as the result of any one vacancy.

The postmaster must be prepared, when he passes over the senior employee, to inform the employee in writing the reasons for so doing.

Preferred assignments and tours of duty in the Custodial Service shall be given to the senior employees in the positions involved who desire them.

Mounted Routes

160. Vacancies on mounted routes, including parcel-post routes, shall be filled by advertising if contract vehicles without drivers can be secured or if Government-owned vehicles are supplied.

When the only bids received for furnishing vehicles are from regular carriers who stipulate that they be assigned to the routes, the carrier submitting the lowest bid must be so assigned. Bids containing such stipulations must not be considered if other acceptable bids are received, since award of the contract must be made to the lowest bidder. Substitutes are only permitted to submit bids for furnishing vehicles without driver. No tacit understanding must be had with carriers that the one submitting the lowest bid without driver will be assigned to the route.

When a regular carrier holding a contract for furnishing a vehicle asks that his contract be canceled, the postmaster should advertise for bids for a vehicle as replacement. If bids without driver are secured, then the carrier on the route should be permitted to continue on the route if the vehicle formerly furnished by him was without driver and he secured the assignment by being the senior applicant. However, if the vehicle formerly furnished by him was with driver and he secured the assignment by reason of having submitted the lowest bid, then the vacancy should be advertised and the senior capable carrier applying for the position should be assigned to it. If the only bids secured stipulate that the bidder be assigned to the route, then the lowest bid must be accepted and that carrier assigned to the route.

Mail Handlers

161. The work to which mail handlers may be assigned consists of loading and, unloading trucks; trucking mail; hanging and locking sacks and pouches in bag racks; dumping mail; making simple distribution of parcels where no scheme knowledge is involved; separating mail pouches and sacks labeled to star routes and trains and Dis., local city and stations and branches; labeling sacks and pouches where labels are prearranged or where racks are plainly

marked; carrying letter mail from drops to facing tables; facing mail, including letters and circulars, on facing tables, mechanical or otherwise; operating canceling machines; canceling stamps and carrying mail from canceling machines to distribution cases; withdrawing mail from primary or secondary separations and placing it in secondary and delivery units; assisting in tying and cutting bundles of mail; assisting in supply sections; acting as armed guards for valuable registry shipments and as watchmen and guards in and around post-office buildings where necessary; serving as witness to receipt and dispatch of registered mail when no clerk is available; performing necessary cleaning work in leased quarters when such work cannot be performed by regular or job cleaners; driving Government trucks in emergencies in interstation service and to and from post offices and garages and relaying sacks of mail to storage boxes; collecting mail from courtesy collection boxes; delivering special-delivery mail in emergencies and assisting regular and substitute city delivery carriers in the collection and delivery of mail in emergencies. Erecting and occasionally painting and placing time cards in street letter-box equipment and posts; driving trucks in connection with the erection of street letter-box equipment; performing necessary patrol of conveyor systems; cleaning and oiling of firearms, canceling machines and conveyor equipment, and similar duties, where such work is not performed by mechanics in the custodial service. Cleaning and sweeping inside of Government trucks operated by city carriers; handling and examining empty equipment such as pouches and sacks. Such other similar work as the postmaster may direct.

DUAL EMPLOYMENT

162. (a) When required by the needs of the service, a substitute clerk may be employed as a substitute city letter carrier, and a substitute city letter carrier may be employed as a substitute clerk without prior authority from the Department, but care should be exercised to pay the employee from the proper allowance for service rendered. Such employment, however, should not be to the detriment of either group of substitutes. Both substitute clerks and substitute city letter carriers may be employed to deliver special delivery matter.

(b) Regular clerks cannot be employed as city delivery carriers and regular carriers cannot be employed as clerks unless formal transfer has been effected in conformity with the rules of the Civil Service Commission relating to transfers.

(c) When the needs and interests of

the Postal Service require, authority will be granted postmasters to employ mail messengers and other postal employees in dual capacity, or to assign extra duties to such mail messengers, and other employees, and compensation shall be paid to such mail messengers and other employees for such services at the rate provided by law.

(d) In all cases involving the employment of a mail messenger in a dual capacity, a report thereof should be submitted to the Bureau of Transportation for approval.

(e) In all other cases involving dual employment not covered in these instructions, the matter should be presented to the proper Bureau of the Department.

However, in such cases, postmasters shall not employ a person in a dual capacity without first presenting the matter to the Department in detail and receiving approval therefor.

Special-Delivery Messengers

163. Special-delivery messengers at first-class offices may be employed at duties other than the delivery of special-delivery mail when their regular duties do not require 8 hours' work in 10 and when such additional duties do not interfere with the prompt delivery of special delivery matter. They shall receive regular pay as special-delivery messengers for such extra employment.

Special-delivery articles may be delivered by regular, substitute, and temporary postal employees, and at first-class offices such employees shall be paid their regular rate of compensation for such delivery service.

At city and village delivery offices, other than at first-class offices where special-delivery messengers have been appointed, the delivery of special-delivery matter should, where practicable, be effected by substitute carriers and substitute clerks instead of by special-delivery messengers.

When substitute carriers or substitute clerks at second- and third-class offices effect the delivery of special-delivery matter, they shall be paid the fees fixed by law, provided delivery is made by them during periods when they are not being paid for the rendition of auxiliary or substitute service.

Custodial employees shall not be assigned to deliver special delivery mail when such service would involve additional expenditure from the appropriation from which custodial employees are paid. However, custodial employees may be assigned to deliver specials during their regular tour of duty when this would not interfere with the proper operation and cleaning of the building.

SENIORITY

General

164. The Department recognizes seniority in the matter of assignment wherever the senior employee is qualified for the position to be filled. The senior employee should not be passed over and a junior one selected unless there is ample reason to believe that the senior one is not qualified for the position to be filled. It is not a question of selecting the most efficient employee but of selecting the senior employee who meets the requirements. Care should be exercised not to confuse lack of opportunity with lack of ability.

Postmasters should not reorganize details and tours merely to conform with seniority readjustments. Existing arrangements of details and tours should continue until such time as reassignments are made necessary by vacancies or in the interest of the service.

Employees Under Jurisdiction of Bureau of Post Office Operations

165. Original appointment.—Seniority commences with the date of appointment to a classified substitute or regular position in a post office, including the benefits prescribed for certain employees in article 145 of this chapter, and is not affected by the amount of substitute service performed or other conditions except as herein stated. Appointment as a temporary employee is not recognized in this connection.

166. Reinstatement.—Upon reinstatement a new period of seniority commences, unless the reinstated employee was retired from the postal service on account of physical disability, and is reinstated to the same position. Claim for seniority on account of previous service is allowed only where the employee makes formal, written request for reinstatement within 6 months from the date it is determined by the Retirement Division, Civil Service Commission, that he has regained his health.

167. Transferred employees.—(a) When an employee is transferred at his own request from one post office to another, from another branch or department, or between positions in a post office, except as provided in paragraphs (c) and (d) of this article and article 168, he commences a new period of seniority in the position to which transferred and does not regain seniority for service prior to transfer. A person who transfers to the substitute roll from another position within the Postal Service shall, because of previous postal experience, be placed ahead of the substitutes appointed from the civil-service register effective the same date.

(b) Except as provided in paragraphs (c) and (d), an employee who retransfers to a position he formerly held will not be given credit for service prior to retransfer in

determining his seniority. Seniority shall be reckoned from the date of retransfer.

(c) When a clerk transfers to city or village carrier, or vice versa, in the same post office, his seniority shall be reckoned from the date of transfer for the first 5 years in the new position. After completing 5 years in the new position, his former seniority shall be restored.

(d) When a clerk transfers to city or village carrier, or vice versa, in the same office and later retransfers to clerk, he will be given credit for previous service as clerk. For example, an employee was appointed substitute clerk in 1938, transferred to city carrier in 1948, and retransferred to clerk in 1950. Inasmuch as he had 10 years of service as clerk (1938–48), his seniority will be antedated 10 years and fixed at 1940. After 5 years of service from the date of retransfer, he will be given credit for all his service and his seniority will be reckoned from 1938.

168. Rural carriers.—The seniority status of rural carriers is governed by law. The relative seniority of rural carriers at a particular office is determined by date of appointment, voluntary transfer, or reinstatement to the position of regular rural carrier at that office. A rural carrier who transfers to another position at the same office and later retransfers to rural carrier at that office will not be given credit for the first period of rural service in determining seniority. A person transferring to rural carrier from another office receives no credit for any prior rural service, regardless of where performed.

Employees in the Custodial Service and Vehicle Service

169. Seniority begins with the date of appointment and all continuous service shall be counted, including service performed under war service indefinite, indefinite or temporary appointment. Persons appointed from civil service eligible certificates on the same date will have their seniority based upon relative standing on such certificates unless they are already on the rolls in the same service, in which case the date of original appointment will govern.

Seniority to determine preferred assignments and tours of duty within each particular position is as follows:

(a) Transfer from lower to higher position: New period of seniority begins in higher position.

(b) Voluntary demotion to lower position: New period of seniority in lower position except that credit to be allowed for any service previously performed in position to which reduced.

(c) Involuntary demotion through no fault of employee (such as temporary promotion and subsequent demotion when reg-

ular incumbent of prior position returns to duty; reduction by Department in the quota of positions, resulting in an employee's enforced transfer): Retains seniority, including time served in the prior position.

(d) Demotion to lower position caused by disability resulting from injury in line of duty: Retains seniority.

(e) Demotion to lower position because of disciplinary action: New period of seniority in position to which reduced.

(f) Transfer within either Custodial Service or Vehicle Service from one city to another in the same service, and transfer from another branch of Postal Service, including transfer from Custodial Service to Vehicle Service or vice versa: New period of seniority begins with effective date of assignment to the other city, or upon transfer from another branch of Postal Service. After 5 years the seniority in the position to which transferred shall be computed from the first date of appointment to that position and total seniority shall be counted from date of original appointment.

(g) Transfer from an outside agency: New period of seniority.

(h) Reinstatement: New period of seniority except as provided in (i).

(i) Reinstatement where prior separation was caused by retirement on disability, unjust removal from service, or employee resigned because of personal illness and so stated in his resignation: New period of seniority except that employee to be credited for past service if reinstated in the service from which originally separated.

With respect to schedules of driver mechanics in the Vehicle Service, when a vacancy occurs on a run, including air mail, due to death, retirement, resignation, transfer, et cetera, it shall be posted immediately for a period of 10 days and then filled by the senior applicant. Pending assignment of the senior applicant, the run shall be covered by the senior substitute.

When train or plane schedules are changed, or other service reasons require rearrangement of runs, all the runs should be posted.

EMPLOYEES INTERESTED IN MAIL CONTRACTS

170. No postmaster, assistant postmaster, or clerk in a post office, nor any member of the immediate family of a postmaster or assistant postmaster, shall be permitted to become a bidder, or contractor, or subcontractor, or to receive compensation for carrying the mails; except that in the discretion of the Postmaster General postmasters, members of the immediate families of postmasters, assistant postmasters, and clerks at

third- and fourth-class post offices may enter into contracts for the performance of mail messenger service provided the total amount paid under such contract shall not exceed \$300 in any one fiscal year.

Special delivery messengers paid on a fee basis may enter into contracts for mail messenger service and receive in excess of \$300 in any one year for such service.

Vehicles may be hired from postal employees not filling supervisory positions, for use in the city and village delivery and collection services, either under an allowance or on a contract basis.

NOTE.—The words "immediate family" as used in the section are construed to mean persons who are members of the same household, or where one person is dependent upon the other for support. Under other circumstances blood relatives are not held to be members of the same immediate family.

EMPLOYEES' HOURS OF SERVICE

171. Employees other than postmasters, supervisors, rural carriers, village carriers, clerks in third-class offices, and employees paid on an hourly or fee basis, shall not be required to work more than 8 hours a day, except in cases of emergency when the needs of the service so require and it is not practicable to employ substitutes. The 8 hours of service shall not extend over a longer period than 10 consecutive hours, and the schedules of duty of the employees shall be regulated accordingly. However, in the case of supervisors, the Department prefers that if practicable their schedules shall be so arranged that the 8 hours are performed within a period of 10 hours.

In arranging schedules postmasters must give first consideration to the needs of the service and not the convenience of employees. The hours during which regular employees are required to be on duty are regulated by postmasters, but working schedules at offices of the first and second classes must provide for 8 hours' service within a period of 10 consecutive hours, with a recess or "swing" period of at least one-half hour for rest or lunch.

The time of reporting to duty, leaving for lunch, returning, and ending the day's work should at the time of each change be accurately recorded in person by each employee in the time register or punched on the time clock.

Time registers, time clocks, and card racks should be arranged to the best advantage to avoid congestion and expedite the time recording.

As it is not possible for all employees to record their time exactly as scheduled, a combined leeway of 5 minutes a day is allowed each employee (except carriers leaving on trips or returning therefrom)

before an employee is charged with reporting in advance, tardiness, or working unauthorized overtime or night service, as the case may be.

An employee should not be reprimanded or demerited for advance reporting or tardiness if all recordings on the clock for the day do not exceed the total 5-minute leeway allowed.

Classified Substitutes

172. Classified substitute employees who report for duty at any post office or other postal unit in compliance with an official order shall be employed not less than 2 hours following the hour they are ordered to report.

The period following recess for meals does not constitute another period of employment to the extent that the substitutes must be paid for not less than 2 hours. For example, a substitute is ordered to report at 8 a. m. and works from that hour until 12 noon. He then reports again that same day at 1 p. m. for an hour's work. The service rendered from 1 p. m. to 2 p. m. is not another tour to the extent he must be employed for 2 hours.

Any service rendered following a recess or swing in excess of 2 hours at mealtime will be regarded as a separate and distinct period of employment for which the substitute should be employed for not less than 2 hours.

The foregoing instructions apply to classified employees only and are not applicable to temporary or unclassified employees.

When a substitute fails to report to duty when ordered to do so, demerits should be imposed. No record should be made of their absence except in the case of demerits for failure to report to duty as ordered, and where they are placed on a definite furlough. If a substitute continues to be unavailable or fails to respond to call after receiving demerits for this offense, action should be taken looking to his removal from the service.

Sundays and Holidays

173. Sunday and holiday employment should be restricted absolutely to essential work. Postmasters at first-, second-, and third-class offices should assign as few employees as possible for Sunday and holiday duty. At first- and second-class offices such assignments should be arranged as far as practicable either in 4- or 8-hour tours, thus avoiding major fractions of a day, and should be governed largely by the volume of mail to be handled and the hours of dispatches. Compensatory time for service performed on Sundays and holidays shall be granted as prescribed in articles 181 to 185 of this chapter.

Rural carriers are not required to report at post offices on Sundays or holidays

for any purpose. When a holiday falls on Sunday, the following Monday shall be observed. Rural carriers are not permitted to substitute any other day. When the holiday falls on a service day for a triweekly route, the carrier is not required to serve until the next scheduled service day.

Saturdays

174. The 40-hour-week law is mandatory and must be enforced at all first- and second-class post offices, and at third-class offices having city or village delivery service insofar as the carriers are concerned. Postmasters, rural carriers, clerks in third-class offices and employees paid on an hourly or fee basis are not included in the 40-hour week law regardless of the number of hours they may be employed.

Postmasters must keep in mind that the intent of this law is to grant a shorter workweek to employees and provide a 5-day week insofar as it may be practicable, with a full day off on Saturday or compensatory time granted some other day within the next succeeding 5 working days.

The service day will be the basis for granting time off on Saturday under the 40-hour-week law. The service day will also be the basis under which compensatory time for service performed on Saturday will be granted. A service day is defined as an employee's 8-hour tour of duty. When a service day extends over 2 calendar days, the day's work will be charged to the day in which the larger portion of the tour falls. When a service day is divided equally on the midnight hour, it will be charged to the day in which the service day begins.

The Department does not contemplate that the 40-hour-week law shall result in any curtailment of existing service, but all surplus time of employees should be taken up.

Due to the limited number of substitutes which may be employed, additional regular employees should be used in all cases where the absence of employees on compensatory time necessitates replacement and such replacement can be arranged on an 8-in-10 hour schedule. In many instances employees will not need to be replaced hour for hour, as it is obvious that many duties may be eliminated on Saturdays. The employment of telephone operators and elevator operators and all custodial employees who are paid on an annual basis must be restricted to the absolute minimum on Saturdays and compensatory time granted for all service performed.

Postmasters are granted discretionary authority where there is a total or partial suspension of general business in their communities on Saturday afternoon and

the requirements and demands of the patrons are reduced, to accord all window, collection, delivery, and other services in accordance with the reduction of general business. Judicious use of this discretionary authority should obviate the necessity for correspondence with the Department concerning changes postmasters desire to make in the present service, as the changes necessary to comply with these instructions can be made without departmental approval. While postmasters are not included in the 40-hour-week law, they may, however, take time off on Saturday afternoon if there is a total or partial suspension of business in their communities on Saturday afternoon (or other short-workweek day observed by the community other than Saturday), provided no additional expense will result from such absence.

At every post office and station from which rural delivery service is operated, there shall be a duly qualified employee, either a regular clerk or classified substitute clerk, on duty on Saturday afternoon, as well as on other service days, upon the return of rural carriers from serving their routes, in order that the carriers may make proper disposition of mail, postage stamp supplies, money order applications, and the money for the purchase of money orders.

Where it is the custom in any community to observe some day other than Saturday as a short workday, the necessary service should be maintained in the post office on Saturday and compensatory time for work performed on Saturday should be given as far as practicable on the day that is observed locally as a short workday.

Regardless of the emergency, overtime payment must not be made for the first 8 hours' service performed on Saturday, except the Saturdays in December. See article 177 of this chapter.

When a holiday falls on a Saturday, regular employees should be excused from service as far as practicable. Usual Saturday service should be accorded on such days. Those who perform service on such a day shall be granted compensatory time for Saturday on one working day within the five next succeeding days. They will not be granted compensatory time for the holiday.

Absences of regular employees on Saturday will not be charged against annual leave or sick leave.

Failure To Report on Saturday, Sunday, or Holiday

175. Any employee who is scheduled to work on a Saturday, Sunday, or holiday and who fails to report and has not been excused will have deducted from his salary an amount equivalent to the number of hours he is scheduled to work.

OVERTIME

176. The provisions of law relating to the payment of overtime do not apply to substitutes and charmen or charwomen, as they are paid by the hour for the time actually employed.

All employees at first-, second-, and third-class post offices, except postmasters, supervisors, rural carriers, and employees paid on an hourly or fee basis, must be paid overtime for all necessary authorized service rendered in excess of 8 hours, including such excess service rendered on Saturdays, Sundays, and holidays. These employees are not entitled to pay for overtime unless they actually perform service in excess of 8 hours on any 1 day, regardless of the period covered by the service performed.

Saturdays, Sundays, and Christmas Day in December

177. If the exigencies of the service require, the payment of overtime may be authorized in lieu of compensatory time to employees, other than supervisory employees whose base salary is more than \$4,170 per annum, for services performed on Saturdays, Sundays, and Christmas Day during the month of December.

When To Be Used

178. Overtime shall be used to a minimum extent, where necessary, to insure the prompt delivery or dispatch of first-class matter, daily newspapers, parcels, and other matter having a time value. However, when the exigencies of the service require, an employee who has been on leave with pay or on compensatory time a part of his schedule may be employed after he has completed 8 hours of combined leave and service on an 8 in 10 hour basis, and be paid therefor as overtime.

It is not considered that overtime for custodial employees will be needed, except in emergencies at other than small buildings where three or less employees are assigned.

Computation of

179. Overtime shall be computed on the basis of annual salary in accordance with the salary tables (Form B/A 10) issued by the Comptroller. The annual salary of the employee shall be divided by 2,080. The quotient thus obtained will be the base hourly compensation, and 1½ times that amount will be the hourly rate of overtime. Payment for overtime shall be computed on the nearest number of whole hours served each pay period, counting a fraction of an hour amounting to 30 minutes or more as 1 hour and ignoring 29 minutes or less. The total number of whole hours of overtime for which payment is

made shall be entered in each employee's pay voucher or payroll.

No retirement deductions shall be made from pay for overtime services.

Report of

180. Reports of overtime used must be submitted promptly at the end of each quarter to the proper Bureau of the Department as provided in chapter XXIV, articles 102 to 104.

COMPENSATORY TIME, OR OVERTIME IN LIEU THEREOF

181. The granting of compensatory time does not apply to postmasters, rural carriers, job cleaners in first- and second-class post offices, clerks in third-class offices, and employees paid on an hourly or fee basis.

Compensatory time shall be allowed assistant postmasters, other supervisors and employees for service of 8 hours, or less, performed on Saturdays, Sundays, or holidays.

Granting Compensatory Time

182. Compensatory time for service performed on Saturdays, Sundays, or holidays is granted as follows:

(a) Such time shall be granted during the employee's service day. (See art. 174 for definition of "service day.");

(b) Compensatory time for holiday service shall be granted on 1 day within the next 30 days following the holiday;

(c) When 8 hours of service are performed on a Saturday or Sunday, compensatory time shall be granted on one day within the next 5 working days;

(d) When service performed on Saturday or Sunday is less than 8 hours, such time may be carried forward and combined with service performed on subsequent Saturdays or Sundays until at least 8 hours has been accumulated, and then 8 hours compensatory time shall be granted on one day within the next 5 working days following the day on which the earned total became 8 hours.

Supervisors

183. Compensatory time shall be allowed assistant postmasters and other supervisors, in lieu of overtime, for service performed in excess of 8 hours on any one day. Such compensatory time shall be granted within 180 days from the day such service is performed at such time as in the opinion of the postmaster their services may best be spared, and without added cost to the Department.

Compensatory Time for December

184. Provisions for the month of December are as follows:

(a) When so authorized by the De-

partment, employees below the supervisory grades may be paid overtime for all service performed on Saturdays, Sundays, and Christmas Day during the month of December;

(b) When so authorized by the Department, supervisors whose base salary, exclusive of longevity pay, is \$4,170 or less per annum, may be paid overtime for service of 8 hours, or less, on each Saturday and Sunday during December and on Christmas Day (see the preceding paragraph as to service in excess of 8 hours on these days);

(c) Supervisors whose annual base salaries, exclusive of longevity pay, exceed \$4,170 shall be allowed compensatory time for service performed on Saturdays, Sundays, and Christmas Day during the month of December, such time to be granted within 180 days from the day such service is performed.

General Provisions

185. (a) Compensatory time shall be charged before granting leave without pay, regardless of whether the time to the employee's credit is 8 hours, or less.

(b) Compensatory time in amounts less than 8 hours may be granted whenever, under unusual conditions, the accumulation of such time would impair the efficiency of the service, and, upon request of the employee, in cases where an absence of the employee otherwise would be charged to annual leave. In cases where compensatory time of less than 8 hours is granted, annual leave or, where proper, sick leave may be granted to cover the absence in excess of the compensatory time, or the employee may work the balance of the service day.

(c) When warranted by the needs of the service, employees may be assigned to work overtime on days when they are granted compensatory time. However, except under the special provisions for the month of December, overtime may not be paid for service performed during the service day. When an employee is granted 8 hours' compensatory time, such time shall be charged to the service day and the employee may not work during that period. Thus any time worked that day will be in excess of the service day and shall be paid as overtime. In the case of an employee who is granted less than 8 hours' compensatory time, such time shall be charged to the service day, but the service day must be completed, either by granting leave or by actual service performed, before overtime service can be performed.

(d) Schedules should be posted as far in advance as practicable showing the days on which compensatory time is to be allowed. If less than 8 hours is to be given,

it should be given at the beginning or ending of the service day.

(e) The arrangement of schedules and granting of compensatory time is the duty of the postmaster. He must, of course, comply with the law and in accordance therewith arrange working schedules and allow compensatory time on such days and periods as best suit the needs of the service.

(f) Postmasters are cautioned that they must give close attention and careful supervision to overtime performed by supervisors for which they expect to receive compensatory time. Supervisors should be so scheduled that it will not be necessary for any of them to work overtime except in extreme emergencies, such as, carrier foremen making inspections of routes, station supervisors when an unexpected absence occurs, and during the month of December. All overtime made by supervisors must be reported to the postmaster, stating the necessity therefor, and must be approved by the postmaster before being entered on the records of the office for compensable purposes. Such compensatory time should not be allowed to accumulate indefinitely but should be liquidated as early as practicable.

(g) On Form 023-SAB, Monthly Report of Absences and Man-hours of Clerical and Mail Handler Employees, the absence of supervisors on compensatory time for overtime is included under item 8 and the overtime worked under item 27. In addition thereto postmasters should insert in the lower left-hand corner the accumulated supervisory overtime of all supervisors which has not been taken by adding the letters A. S. O. N. T. and the number of hours.

(h) An accurate record must be kept in the post office of all overtime, Sunday, or holiday service performed by supervisors and employees; also a record of compensatory time granted, showing dates and number of hours.

NIGHT WORK

186. Night work is any work performed between the hours of 6 p. m. and 6 a. m. Employees other than postmasters, rural carriers, job cleaners in first- and second-class offices, and employees paid on a fee basis, who are required to perform night work shall be paid extra for such work at the rate of 10 percent of their base hourly pay per hour.

Employees in the Custodial Service shall not be assigned to duty between the hours of 6 p. m. and 6 a. m. unless it is absolutely essential. In arranging the schedules of employees, postmasters shall give consideration to the fact that while it may be necessary to assign employees at night during

the winter months to provide heat, this will not be necessary during the non-heating season.

Basis of Computation

187. Night work shall be computed on the basis of 10 percent of the hourly salary of all employees paid on an hourly basis and for annual rate or regular employees night work shall be computed on the basis of 10 percent of the hourly rate, determined by dividing the base annual salary by 2,080. The night differential rate is the same regardless of whether the services are rendered on a regular tour or as overtime. Employees, including supervisors, shall receive night differential for service performed between 6 p. m. and 6 a. m. regardless of whether compensatory time is granted incident to such service.

An employee regularly assigned in whole or in part to a night tour of duty is entitled to additional pay for night service when absent incident to jury duty, as a witness for the Federal Government, or as a witness in private litigation in his official capacity in any Federal or State court.

An absolutely accurate time record must be maintained of all night service authorized and performed even though it is for only fractional parts of an hour. The time used in each post office, whether standard or daylight saving, will be observed.

At the end of each pay period the actual time of night service performed by each employee will be totaled, and where there is a fractional part of an hour amounting to 30 minutes or more, 1 hour will be added, and where the fraction is 29 minutes or less, it will be dropped.

Additional compensation earned by regular employees on account of night service will be entered in the proper place on the salary vouchers and paid such employees the same as their regular salaries without further authorization or allowance. Night service shall be included in request for allowances on Form 024 or in reports of expenditures on Form 024-A.

Night service should be restricted to the minimum necessary to insure prompt and efficient handling of first-class matter, daily papers, and other important mails, and provide proper and necessary window service.

No retirement deductions shall be made from the extra compensation paid employees for night work.

Postmasters shall not inaugurate any "night service" at post offices or stations where such service will involve any additional expense for clerk hire, or for fuel or light, without first submitting the matter to the Bureau of Post Office Operations, for consideration.

RURAL CARRIER CERTIFICATES OF SERVICE

Deductions for Failure To Perform Service

188. If a rural carrier fails to serve any part of his route and such failure is due to lack of proper endeavor, proper equipment, or to any reason personal to the carrier, deduction shall be made from his salary for such partial failure at the rate of pay per mile for service on routes of 30 miles and less; and for failure to perform service on that part of a route in excess of 30 miles deduction shall be made at the rate of pay for such additional mileage.

Deductions shall be made for each schedule day on which no service is rendered, unless it is found impossible after the carriers have reported at the post office to serve any part of their routes because of weather and road conditions. On tri-weekly routes deductions shall be made of 2 days' pay for each schedule day on which no service is performed.

It is the intention of the Department that prompt and regular service shall be afforded rural patrons. No explanations except those deemed reasonable are to be accepted as justifying failures to make deductions from the salaries and equipment allowance of rural carriers for trips or portions of the required service not actually performed.

It is not to be considered that a carrier who presents himself at the post office during or following a period of bad or stormy weather, or when the roads are in bad condition, without bringing with him such equipment as he ordinarily uses or would be suitable for such an occasion, has put forth such effort as would entitle him to receive pay for service not actually performed.

Upon reaching an obstructed point, a stream which is unfordable, or a bridge which cannot be crossed, the carrier should so deviate from the official line of travel as to avoid the obstruction. If this is not possible he must return immediately to the post office and start out on the return portion of the route. Whenever the carrier finds, after leaving the post office, that he cannot reach his route, he must travel any available roads, although they may be covered by another carrier, and shall make every reasonable endeavor to serve the patrons. The excuse that the roads are slippery or only difficult to travel will not be considered. Each carrier *must* so far as is reasonably practicable be equipped to perform complete and uninterrupted service under adverse weather or road conditions.

189. *Reports of failures.*—Certifying postmasters will be careful to include in their semimonthly certificates of service performed every failure of the carriers to serve their routes, whether the failures are complete or partial, the numbers of the routes, the dates of the failures, the miles of service omitted; and an explanation of any failure to render the most complete service possible.

Only when there are sound reasons for such action shall recommendation be made for payment for service not rendered. Disbursing postmasters shall not make full payments to rural carriers for incomplete service unless satisfied from the reports received from the certifying postmasters that every reasonable effort was made, and suitable equipment and help provided, to serve the routes completely.

190. *Computation of amount earned.*—Disbursing postmasters will compute the amount of salary, equipment allowance, and locked pouch allowance, if any, earned by regular, temporary, or substitute rural carriers, and the amount of the deduction, if any, to be made from salary, equipment allowance, and locked pouch allowance, and will mail his check on the Treasurer of the United States in payment of the full amount due each carrier. A deduction from equipment maintenance allowance because of failure of service may not be made if deduction is not also made from the salary of the carrier.

191. *Remissions.*—Applications for the remission in whole or in part of an amount deducted from the salary of a rural carrier, on account either of a complete or of a partial failure of service, shall be submitted to the disbursing postmaster, who has full jurisdiction in the matter.

Temporary Carrier Absent

192. Whenever it becomes necessary for a temporary carrier to be absent for a period not to exceed 10 days, the number of trips served by the temporary carrier shall be shown on the certificate of service (Form 4253), and the number of trips served by the substitute employed during the absence of the temporary carrier shall be reported on a separate copy of Form 4253. The substitute shall be paid by the disbursing postmaster for each day's service on the basis of one-thirtieth of the month's compensation. If the absence is for a period of more than 10 days, a report shall be made to the Bureau of Post Office Operations, Division of Rural Service, with a recommendation as to whether the leave should be extended, or the temporary carrier be dropped and the person actually serving the route appointed temporary rural carrier. The date of last service of the

temporary carrier and the name and date of first service of the person employed in his stead should be furnished, so that necessary orders may be issued.

Certificates

193. Certificates shall be mailed to the postmasters at the rural disbursing offices 3 working days in advance of the 15th and the last day of each month, based on the service performed to that time, and that which will very probably be rendered by the carriers on the remaining 3 days. The names of the persons who actually performed the service during the periods covered shall be clearly shown on the certificates, which shall be signed by the carriers as well as by the postmasters. Form 4251 shall be used for each regular carrier.

Certificates (Form 4253) in favor of substitute carriers serving in place of regular carriers on annual or sick leave, or absent on leave without pay, whether 1 or more days, must be submitted promptly by certifying postmasters to the disbursing postmasters.

Rural disbursing postmasters are authorized to honor certificates of service for payment of salaries to temporary rural carriers serving during the absence without pay of regular carriers on account of illness, provided the absence does not exceed 90 days, and the salary paid is at the same rate paid the regular carrier.

In the preparation of certificates on Form 4253 of the service performed by substitute rural carriers, the names of the regular carriers for whom service was performed must be written in the appropriate column. In the absence of the postmaster the assistant postmaster may certify to regular, temporary, auxiliary, or substitute rural carriers' certificates, giving names and titles. Example:

JOHN W. SMITH, Postmaster
By WILLIAM L. JONES, Assistant Postmaster

Rural Disbursing Offices

194. Postmasters shall forward completed certificates of service 3 working days in advance of the 15th and the last day of each month to the proper rural disbursing postmaster.

State	Rural disbursing office
Alabama.....	Birmingham.
Alaska.....	Seattle.
Arizona.....	Phoenix.
Arkansas.....	Little Rock.
California.....	San Francisco.
Colorado.....	Denver.
Connecticut.....	New Haven.
Delaware.....	Wilmington.
District of Columbia.....	Washington.
Florida.....	Jacksonville.
Georgia.....	Atlanta.

State	Rural disbursing office
Idaho.....	Boise.
Hawaii.....	Honolulu.
Illinois.....	Chicago.
Indiana.....	Indianapolis.
Iowa.....	Des Moines.
Kansas.....	Topeka.
Kentucky.....	Louisville.
Louisiana.....	New Orleans.
Maine.....	Portland.
Maryland.....	Baltimore.
Massachusetts.....	Boston.
Michigan.....	Detroit.
Minnesota.....	Saint Paul.
Mississippi.....	Vicksburg.
Missouri.....	Saint Louis.
Montana.....	Helena.
Nebraska.....	Omaha.
Nevada.....	Reno.
New Hampshire.....	Concord.
New Jersey.....	Newark.
New Mexico.....	Albuquerque.
New York.....	New York.
North Carolina.....	Raleigh.
North Dakota.....	Fargo.
Ohio.....	Cincinnati.
Oklahoma.....	Oklahoma City.
Oregon.....	Portland.
Pennsylvania.....	Philadelphia.
Puerto Rico.....	Atlanta.
Rhode Island.....	Providence.
South Carolina.....	Columbia.
South Dakota.....	Sioux Falls.
Tennessee.....	Nashville.
Texas.....	Austin.
Utah.....	Salt Lake City.
Vermont.....	Burlington.
Virginia.....	Richmond.
Washington.....	Seattle.
West Virginia.....	Wheeling.
Wisconsin.....	Milwaukee.
Wyoming.....	Cheyenne.

FINGERPRINT CHARTS (STANDARD FORM 87) AND REQUEST FOR REPORT ON LOYALTY DATA

(STANDARD FORM 85)

195. A fingerprint chart (Form 87) and Request for Report of Loyalty Data on Applicants and Appointees (Form 85) must be secured by the appointing officer for all appointments, and for all reappointments or reinstatements if there has been a break in service of more than 3 months. If these forms were previously submitted for persons returning from military leave, new forms need not be prepared. The forms need not be prepared for temporary employees who will serve less than 90 days, nor for persons employed on a contract basis.

Standard Forms 87 and 85 must be com-

pleted in their entirety. Whenever the word "none" is the answer to any question, it must be inserted in the block for that question. The full name of the incumbent must appear in the space provided. Initials are insufficient. If the person has no middle name or aliases or nicknames, the word "none" should be placed in the blocks.

Within 3 days following the appointment, completed Form 87 and the original and first two copies of the completed Form 85 will be sent direct to the Regional Director, United States Civil Service Commission, for the region in which the appointee will serve, except where outstanding instructions of the particular Bureau require that these forms be sent to Post Office Department. The fourth copy of Standard Form 85, Request for Report on Loyalty Data on New Appointees, should be detached and retained in the employee's file.

When the forms are sent direct to the regional director they must be accompanied with Standard Form 57, 60, or other original application completed by the person for the position (Form 1085 for acting postmasters and Form CSC 15 for temporary and substitute rural carriers) when such application is available. When no original application is available, one must be prepared or an explanatory statement as to why an application is not included must accompany the loyalty forms. If the original application form is more than 60 days old, current information called for thereon should be furnished on a separate piece of paper, signed by the appointee, and attached to the application form. The original application will be returned by the regional director for the employee's file.

Regular appointment forms sent to the Department by appointing officers must bear an endorsement indicating disposition and date of disposition of Standard Forms 87, 85, and when available, Forms 57, 60, 1085—acting postmaster or CSC 15—temporary and substitute rural carriers. When the application forms are not available, a statement to that effect must also appear on the appointment form.

RETIREMENT

Eligibility for Retirement

196. Minimum service requirement.—Five years civilian service are required before any title to annuity may exist.

197. Mandatory retirement.—Retirement is mandatory on the last day of the month in which an employee reaches age 70, provided he has completed 15 years service; if he has not completed the 15 years he may remain in his position until he meets the service requirement.

198. Optional retirement.—An employee has the privilege of retiring optionally at

the age of 60 after 30 years service, at the age of 62 after 15 years service, or between the ages of 55 and 60 after 30 years service. Under this last condition the annuity, computed under the basic formula, is reduced by one-fourth of 1 percent for each full month (3 percent for each full year) the employee is under age 60.

199. Disability retirement.—An employee who has completed 5 years civilian service and who becomes totally disabled for useful and efficient service may file application for disability retirement. Determination as to whether disability exists is made by the Civil Service Commission on the basis of official medical examination. However, if the employee has attained eligibility for optional retirement on full annuity (age 60 with 30 years of service or age 62 with 15 years), he may not retire on account of disability.

200. Discontinued-service benefits.—An employee who is separated involuntarily through no fault of his own (such as reduction in force, abolishment of position, etc.), after completing 25 or more years service may receive an annuity immediately, the annuity, computed under the basic formula, being reduced by one-fourth of 1 percent for each full month (3 percent for each full year) the employee is under age 60. If the employee is separated after 5 or more years service (regardless of the reason for separation) he may receive an annuity when he reaches age 62.

Types of Annuity

201. A retiring employee has a choice of one of three types of annuity. They are (1) the single life annuity, (2) the reduced annuity with benefit to the widow or widower, and (3) the reduced annuity with benefit to a person having an insurable interest in the retiring employee.

(1) By choosing this type of annuity the retiring employee provides only for himself, making no provision for a survivor-annuitant.

(2) By choosing this type of annuity the retiring employee takes a reduced annuity for himself, and provides upon death an annuity for the widow or widower. Any married employee retiring for any reason except 5-year discontinued service may choose this type. The annuity payable to the retiring employee is computed as follows: The first \$1,500 of the full single life annuity is reduced by 5 percent, any balance over the \$1,500 is reduced by 10 percent, and the full single life annuity is further reduced by three-fourths of 1 percent for each full year (if any) the named wife or husband is under age 60 when the employee retires. There is a restriction, however, that the *total reduction* may not exceed 25 percent of the full single life rate. The surviving widow or widower

will receive one-half of the full single life annuity rate (not reduced rate) beginning the first day of the month in which annuitant died if survivor has reached age 50, or first day of the month after survivor reaches age 50, and continuing until remarriage or death.

(3) By choosing this type of annuity the retiring employee takes a reduced annuity for himself, and provides upon death an annuity for a person who has an insurable interest in the retiring employee (generally a dependent.) Any unmarried employee who is retiring for any reason other than disability or 5-year discontinued service, and is in good health as determined upon examination by the Civil Service Commission, has the privilege of this choice. The annuity payable to the retiring employee is scaled down in accordance with the survivor's age, and the survivor will receive one-half of this reduced rate upon the annuitant's death. Payments will begin the first day of the month in which annuitant died, and continue to the survivor until his death.

Creditable Service

202. Civilian service.—Generally, all service performed as an employee of the Federal Government and the District of Columbia may be credited toward civil service retirement. Service performed before August 1, 1920 (the effective date of the original Retirement Act) is creditable in full without any deposit to the retirement fund. Service performed after this date for which no deductions were currently taken is creditable with or without deposit; making deposit for such service is optional with the employee, but if it is not made the annuity, based on the *total* service, will be reduced by one-tenth of the unpaid amount due on date of retirement. In the case of a refund previously paid to an employee following separation, the service covering the refund will be eliminated entirely in computing the annuity unless redeposit is made; however, in determining title to annuity, the service is counted even though redeposit is not made.

The period during which an employee is carried on furlough or leave without pay from his civilian position for the purpose of receiving benefits under the Employees' Compensation Act or serving with the armed forces is credited in full without any deposit to the retirement fund. In all other cases of leave without pay credit is given without deposit to the fund for such time as does not exceed 6 months in any calendar year.

203. Military service.—All active honorable service in the Army, Navy, Marine Corps, Air Force, or Coast Guard of the United States is creditable with the general exception of that forming the basis for re-

tired pay. In some cases service used as the basis for retired pay is creditable. No deposit is required for any military service.

Method of Computing Annuities

204. All annuities are computed under a basic formula. This formula is:

(1) One percent of the average annual basic salary for the highest 5 consecutive years, plus \$25, multiplied by the years of service; or

(2) One and one-half percent of the average annual basic salary for the highest 5 consecutive years, multiplied by the years of service.

(3) A fraction of one-twelfth of one year's basic annuity is allowed for each full month's service in addition to amount allowed for total years service.

The 1 percent plus \$25 is used for average salaries up to \$5,000; the 1½ percent is used for higher salaries.

The total annuity may not exceed 80 percent of the average salary for the highest 5 consecutive years.

Rights of Survivors Upon Death of Employee in Active Service

205. Annuity payable to the widow.—Upon death of a married male employee who has completed 5 or more years of civilian service, a surviving widow is eligible for annuity payments provided she has been married to the deceased employee at least 2 years immediately before his death, or is the mother of his child born of the marriage. The annuity is payable to the widow beginning the first day of the month after she reaches age 50, or the first day of the month following death of employee if she has already reached this age or there is an eligible child entitled to annuity. The widow's annuity will be one-half of the annuity earned by her husband at death, computed under the basic formula. It will be paid to her until she remarries or dies.

206. Annuity payable to children.—Each surviving child of a deceased married man, a widow, or a widower, is entitled to an annuity provided the child is unmarried and is under age 18 or incapable of self-support because of physical or mental disability. The annuity is payable to the child beginning the first day of the month after death of employee and will continue until he reaches age 18 (unless disability bars self-support), marries, or dies. The annuity payable to the child is computed as follows: If both the widow and an eligible child survive, each child will receive the least of the following amounts: (1) One-fourth of the annuity earned by the father; (2) \$900 divided by the number of surviving children; or (3) \$360. If no widow or widower survives, each child will receive the least of the following amounts: (1) One-half of the annuity

earned by the deceased employee; (2) \$1,200 divided by the number of surviving children; or (3) \$480.

207. Lump-sum amounts paid as final settlement to survivors.—Upon death of an employee leaving no widow or children entitled to immediate or future annuity, the total amount contributed to the retirement fund by the employee, with interest, may be paid immediately. If there are survivors entitled to annuity, no lump-sum payment may be made until the annuity rights of all survivors have terminated; at that time there may be paid the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuities to all survivors. An employee has the right to designate a specific beneficiary to receive the lump-sum payment, but no designation is necessary if he is satisfied to have it paid in accordance with the following order of precedence: (1) To the widow or widower; (2) if neither of the above, to the child or children in equal shares; (3) if none of the above, to the parents in equal shares; (4) if none of the above, to the executor or administrator of the estate; (5) if none of the above, to the next of kin.

Rights of Survivors Upon Death of Annuitant

208. Annuity payable to survivors.—The widow, widower, or person having an insurable interest who was named by the employee at time of his retirement will receive annuity as indicated in article 201. Otherwise, no annuity may be authorized unless the annuitant is survived by a child or children eligible for annuity as described in article 206. In this case the widow and/or each child will receive annuity similar to that described in articles 205 and 206.

209. Lump-sum amounts paid as final settlement to survivors.—Upon death of an annuitant leaving no survivor entitled to immediate or future annuity, the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuity to him may be paid immediately. If there are survivors entitled to annuity, no lump-sum payment may be made until the annuity rights of all survivors have terminated; at that time there may be paid in a lump sum the difference, if any, between the total amount contributed by the employee, with interest, and the total amount paid in annuities to him and his survivors. An employee or annuitant has the right to designate a specific beneficiary to receive the lump-sum payment, but no designation is necessary if he is satisfied to have it paid in accordance with the following order of precedence: (1) To the widow or widower; (2) if neither of the above,

to the child or children in equal shares; (3) if none of the above, to the parents in equal shares; (4) if none of the above, to the executor or administrator of the estate; (5) if none of the above, to the next of kin.

Rights to Refund of Deductions

210. Refund only.—If less than 5 years' civilian service has been completed at time of separation, the separated employee may receive only a refund of the amount deducted from his salary, with interest (4 percent to December 31, 1947, and 3 percent thereafter, compounded annually), except that no interest is given if the refund period is 1 year or less.

211. Choice of refund or annuity.—If 5 or more but less than 20 years civilian service has been completed, the separated employee (unless eligible for optional retirement as he has reached age 62 and served 15 years) has a choice between the refund payment or discontinued-service annuity at age 62. (See arts. 198 and 200.)

212. Annuity only.—If 20 or more years civilian service has been completed at time of separation, the separated employee is eligible only for discontinued-service annuity at age 62. (See art. 200 of this chapter.)

Voluntary Contributions

213. Additional deposits to the retirement fund, known as voluntary contributions, may be made for the purpose of increasing the regular annuity at time of retirement. Any employee occupying a position under the act may make such contributions, provided he has made all redeposits of refunds and all deposits to cover service for which no deductions were currently taken. These contributions must be made in multiples of \$25, and may not exceed 10 percent of the total basic pay received since August 1, 1920. An employee at time of retirement may make a lump-sum deposit for such purpose. Deposits in the form of money orders or checks made payable to the Treasurer of the United States should be forwarded direct to the Civil Service Commission, Retirement Division, Washington 25, D. C. The money so deposited, with interest at 3 percent compounded annually, becomes the voluntary contribution account. The age of the retiring employee governs the amount of additional annuity the voluntary contribution account will purchase. Each \$100 credited to this account will purchase additional annuity for an employee retiring at age 55 or younger of \$7 a year, which amount increases 20 cents for each full year he is beyond age 55 when retired.

Other Sources of Information

214. Your Retirement System—Pamphlet 18.—This pamphlet, prepared by the Civil

Service Commission in question and answer form, contains detailed and complete information. Individual employees may secure copies from the Superintendent of Documents, Government Printing Office, Washington, D. C., for 15 cents each.

215. Bureau of Accounts.—Retirement information, not obtainable from other sources, should be the subject of correspondence with the Bureau of Accounts, Post Office Department, Washington 25, D. C.

Applications for Age and Optional Retirement

216. Preparation and disposition of forms.—The applicant should complete Form 2801 approximately 60 days prior to the effective date of retirement, provided his decision is reached that far in advance of the date of optional retirement. The postmaster should assure himself that the employee is eligible for retirement and see that Form 2801 is properly completed. An employee eligible for age retirement shall be notified of this fact in writing by the postmaster at least 60 days in advance of the effective date, except that rural disbursing postmasters shall notify rural carriers. As annuities usually commence on the first day of the month following month of separation or last day in a pay status an employee should be encouraged to retire on the last day in the month. The lower portion of the reverse side of Form 2801 is not to be completed by the postmaster. The applications shall be disposed of by the postmaster, as follows:

217. Postmasters.—Forms 2801 shall be completed and forwarded to the Bureau of Post Office Operations, Division of Postmasters.

218. Rural carriers.—Form 2801 shall be forwarded to rural disbursing postmasters.

219. Other employees.—Forms 2801 shall be submitted to the Bureau of Accounts, Post Office Department. The necessary personnel action forms showing separation shall be transmitted, under separate cover, to the bureau of the department having jurisdiction over the positions involved. Recommendations to fill the vacancies should be submitted to the proper bureau at a later date. Immediately after the effective date of retirement, Form B/A-201 must be completed and submitted to the Bureau of Accounts. Failure of the postmaster to comply with this requirement will result in delay in the payment of annuity.

Applications for Disability Retirement

220. Preparation — (a) Postmasters and rural carriers.—A postmaster or rural carrier making application for disability retirement should complete Form 2801 and secure a statement of his personal physician.

(b) Other employees.—Any other ap-

plicant should file Form 2801 with the postmaster at the office where employed, together with a statement from his personal physician. The physician's statement shall include a full description of existing disease or injury and extent of disability, as well as opinions as to the date disability began and whether disability is due to vicious habits, intemperance, or willful misconduct. The postmaster or a supervisor of the employee should then prepare, as superior officer, a statement setting forth the apparent nature of the condition considered to be the cause of disability and the manner in which disability affects the performance of duty. The statement of the superior officer must also include an opinion as to whether the existing disease or injury is the result of vicious habits, intemperance, or willful misconduct.

In preparing the preliminary Form B/A-201 in disability retirement cases, the leave record on the reverse of the form should be completed. If the employee is still in a pay status, leave earned during the current fiscal year should be computed as of the end of the month in which the preliminary form B/A-201 is being completed. If the employee is in a leave-without-pay status, the last day of pay should be shown in item 5 on the face of the form. If the employee is on sick leave, state the date on which the sick leave will terminate. If the salary for the month in which the sick leave terminates is less than the annuity would be for that month, it is usually better to terminate the sick leave as of the last day of the preceding month and have annuity begin the first day of that month. The balance of sick leave in such cases would be forfeited. Before definite information is received of favorable action on an application for retirement on account of disability, an employee may, after the expiration of sick leave, be granted annual leave to his credit if he so desires. However, the employee may elect to be placed in a leave-without-pay status and be paid for any accrued annual leave in a lump sum upon separation from the service.

221. Medical examination.—Where a salaried Federal medical officer is available in the vicinity, the postmaster should arrange for a medical examination at the earliest date possible. Examinations are to be arranged only with full-time, salaried, Federal medical officers, such as those of the Army, Navy, and the Public Health Service (not including the Veterans Administration). It should be made certain that no voucherable expense is incurred, as only an official of the Civil Service Commission can authorize medical examinations requiring the expenditure of funds by that Commission. If an examination by a salaried Federal physician cannot be arranged

locally without incurring voucherable expense, the postmaster should make written request for an examination to the regional medical officer, in care of the Civil Service Regional Director. The request may be made on CSC Form 112 if available.

222. Disposition of forms and related papers.—The postmaster shall dispose of the retirement papers as follows:

(a) *Postmasters.*—Send to the Bureau of Post Office Operations, Division of Postmasters, Form 2801, and statement of personal physician, upon receipt of which a medical examination will be arranged.

(b) *Rural carriers.*—If examined locally send to the rural disbursing postmaster, Form 2801, statement of personal physician, statement of superior officer, and statement of Federal medical officer. If not examined locally send to the regional medical officer request for medical examination, statement of personal physician, and statement of superior officer; and at the same time send Form 2801 and the copy of request for medical examination to the rural disbursing postmaster.

(c) *Other employees.*—If examined locally send to the Bureau of Accounts, Post Office Department, Form 2801, statement of personal physician, statement of superior officer, statement of Federal medical officer, and Preliminary Form B/A-201 showing retirement deductions through latest pay period. If not examined locally send to the regional medical officer request for medical examination, statement of personal physician and statement of superior officer; and at the same time send to the Bureau of Accounts, Post Office Department, Form 2801, copy of request for examination, and Preliminary Form B/A-201 showing retirement deductions through latest pay period. (See art. 220 (b) for other information required on Form B/A-201.)

223. Notice of approval.—After an application for disability retirement has been approved by the Civil Service Commission, the postmaster will be advised by the Department regarding the date of separation and the submission of personnel action forms and "final" Form B/A-201 to the Bureau of Accounts, Post Office Department.

NOTE.—The provisions of articles 216 to 223 are applicable to all post office personnel except employees at designated offices where the maintenance of individual retirement accounts is authorized under special instructions of the Bureau of Accounts.

SUGGESTION SYSTEM

224. The Suggestion System is conducted to give thoughtful, thorough, and understanding study to ideas presented by postal

employees for promoting the welfare of postal personnel, for improving mail handling and financial operations, for developing mechanical aids for use in expediting mails and other postal business; and to encourage and reward postal employees who think out, develop, and present constructive ideas and plans. Through this system the resources of talent and ability that exist in the Postal Establishment are to be engaged as fully as possible in advancing postal service facilities and reducing expense.

Preparing and Presenting Suggestions

225. It is necessary that suggestions be well thought out and explained in detail. Ideas should be given study and work sufficient to prove their worth. A clear and concise description of the idea or plan, together with drawings or a model when a mechanical device is suggested, should be submitted in writing on plain paper, using a separate sheet for each idea. The written suggestion and material pertaining to it may be submitted to supervisors, heads of units, or directly to a District Committee. Suggestions which have been rejected or on which no action has been taken may be resubmitted or restored to eligibility upon request.

Employees and officers should send their suggestions and related correspondence to the Chairman, District Suggestions Committee, or to a member of the committee, addressed in care of the postmaster at the District Committee headquarters.

Treatment by Supervisors

226. Suggestions presented in writing to supervisors shall be sent through regular channels to the proper District Committee. Supervisors should demonstrate their interest in the ideas of subordinate employees and advise them on technical details and other matters pertaining to subjects being treated in their suggestions. A good suggestion from an employee reflects credit on his supervisor. Because of their experience and qualifications supervisors of all grades do much practical and advanced thinking about postal procedure and operations. They should prepare and present their own suggestions for improvements when such ideas appear feasible, whether or not actual tests have been made.

District Committees

227. A District Suggestions Committee is established in each of the 15 cities in which a division headquarters of post office inspectors is located. Each committee is composed of the postmaster of the city, the post office inspector in charge, and the General Superintendent, Postal Transportation Service or an officer designated by him if he is not located in the same city as the inspector in charge. When mem-

bers are unable to serve, ranking officers of their organizations should be assigned as alternates. The chairmanship may be rotated every 6 months by consent of the members or one of the three may be elected as a permanent chairman.

District committees will acknowledge each suggestion received from employees. Suggestions that are not clear, or not complete, or for other good reasons are not acceptable, may be returned to the suggester with a request that the matter be given further study or additional information be furnished.

The date and hour of the receipt of each suggestion by the District Committee shall be stamped thereon. The date a suggestion is received by an authorized committee, or by the head of a bureau or office in the case of departmental employees, shall establish priority of receipt. The suggestion shall be eligible for consideration for a period of 5 years from that date.

Each suggestion will be numbered with a combination code and serial number. The code number will signify the District Committee and the serial number will be the suggestion number. Serial numbers should start anew with number 1 on July 1 of each year.

Code numbers are assigned as follows:

<i>Headquarters</i>	<i>Code No.</i>
Boston, Mass.....	1
New York, N. Y.....	2
Washington, D. C.....	3
Atlanta, Ga.....	4
Cincinnati, Ohio.....	5
Chicago, Ill.....	6
St. Louis, Mo.....	7
San Francisco, Calif.....	8
Denver, Colo.....	9
Saint Paul, Minn.....	10
Fort Worth, Tex.....	11
Chattanooga, Tenn.....	12
Seattle, Wash.....	13
Kansas City, Mo.....	14
Philadelphia, Pa.....	15

Each suggestion should be referred to qualified postal personnel to determine the advisability of adopting or rejecting the suggestion. In this connection minor experiments or trials with respect to the suggestion may be made, providing that the trial does not require an expenditure of funds for which the postmaster or other certifying officer does not have an allowance.

If the committee rejects the suggestion the suggester should be advised that the committee will not recommend the adoption of his suggestion together with the reasons for such rejection. The suggester should be advised, however, that the suggestion will be forwarded to the Central Committee for further consideration and he will be informed if a different decision is

reached by that office. The rejected suggestion should then be transmitted to the Central Committee attached to a copy of the letter to the suggester and covered by Form PMG-26.

When a suggestion is found to be a duplicate of one that already has been submitted to the District Committee considering it, an acknowledgment should be made explaining that because the suggestion is a duplicate of one or more upon which recommendations have been made, it is not being given further consideration. The suggestion then should be handled in the same manner as a rejected suggestion.

If the suggestion is considered practicable and recommended for adoption by the District Committee a letter of acknowledgment should be sent the suggester and the suggestion transmitted to the Central Committee through the use of Form No. PMG-25.

In the case of a suggestion that is applicable only in the operation of a particular post office or unit, members of the District Committee should collaborate with the postmaster or superintendent of the unit concerned in determining the questions of adoption and value. Briefs of such suggestions, together with recommendations as to awards, commendations, merits, or closing of cases without action, should be forwarded to the Central Committee attached to Form PMG-25 or PMG-26, whichever is appropriate.

District Committees will make a report with recommendations on each suggestion submitted within 30 days from the date of receipt and transmit it with any related drawings or models to the Central Committee.

The files relating to the Suggestion System should be retained in one place under the direct supervision of a permanent secretary to the committee and not be moved from point to point in the event that the committee adopts the rotating chairmanship plan. Normally, few files will be required as all suggestions will ultimately be forwarded to the Central Suggestions Committee. This is necessary in order that the Department may check for duplicates and establish eligibility for awards.

District committees should keep copies of papers relating to suggestions in their files for a period of 5 years, beginning with the date of acknowledgment. Papers relating to suggestions of local application which have been adopted for use in a local unit should be retained indefinitely, either in the files of the District Committee or those of the unit adopting the suggestion.

In every instance where a suggestion is adopted, the District Committee will be advised by a copy of the letter to the suggester in order that their files may be complete.

The Central Committee

228. The Central Suggestions Committee is composed of the Directors of the Division of Budget and Planning, the Division of Research, and the Division of Rates. This committee shall review and analyze all suggestions received, and shall make recommendations for the adoption of suggestions in appropriate cases. Complete files and cross references will be kept from which the seniority of suggestions can be determined and the necessary reports obtained. This committee may be assisted by such officers and personnel of the Post Office Department and Postal Service as are expert in the subject matter of suggestions under consideration. Reports to the Postmaster General, the Director of the Bureau of the Budget, and for publication in the Postal Bulletin will be prepared under the direction of the Central Committee. Upon this committee is placed the responsibility of preparing appropriate instructions to postal personnel, conducting the necessary correspondence, and the general administration of all matters affecting the Suggestion System.

Adoption of Suggestions and Payments of Awards

229. Upon approval of the head of the bureau or office concerned, an employee's suggestion or invention or modification of same may be adopted for use. If such use results in improvement or economy, a cash award may be paid. Special commendation or merits may be given in any case. Approved cash awards shall be paid from appropriations for the operations benefited.

Except for instances in which the Postmaster General for special reasons shall determine that a different amount is justified, cash awards for suggestions resulting in savings will be paid in accordance with the following table:

<i>Savings— first year</i>	<i>Awards</i>
\$1–\$1,000—	\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000– \$10,000—	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.
\$10,000– \$100,000—	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.
\$100,000– or more—	\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that the maximum award for any one suggestion shall not exceed \$1,000.

When a suggestion is adopted primarily upon the basis of improvement in the op-

erations or services of the department, the department shall determine the amount of the award commensurate with the benefits anticipated from the suggestion.

The employee first submitting a suggestion which is adopted shall receive the cash award, if one is approved, and employees submitting duplicates of such suggestions will not receive cash awards.

Legal authority for the payment of cash awards extends only to suggestions or inventions adopted on and after December 3, 1945. The gross amount so expended may not exceed \$25,000 in any fiscal year.

The bureau or office adopting a suggestion and the Central Committee shall determine the amount of any cash award. Acceptance of such cash award by the suggester shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns. The bureau or office paying a cash award will obtain from the Central Committee a certification that the amount of the award is within the limitations of the law and Executive orders.

Reports shall be made to the Central Committee on suggestions that pertain to work in the Post Office Department and which are submitted by departmental employees to the heads of bureaus or offices, and adopted, such reports to include a statement as to the commendation or cash award recommended or given. A record of any merits, commendation, or cash award given for a suggestion shall be placed in the personnel file of the suggester.

Correspondence and Publications

230. The Central Committee will prepare reports on the progress of the system, as required, for the information of the Postmaster General and his staff. All correspondence with the Department concerning the Suggestion System should be addressed to the Central Suggestions Committee, Office of the Administrative Assistant to the Postmaster General, Post Office Department, Washington 25, D. C.

INVENTIONS BY POSTAL EMPLOYEES

Authority

231. Executive Order of the President No. 10096 provides for the establishment of the Government Patents Board, the chairman of which is appointed by the President.

The Executive order, and the rules and regulations of the Government Patents Board, apply to any invention made by a postal employee on or after January 23, 1950, and to any action taken with respect thereto.

Definitions

232. The term "postal employee" includes any officer or employee in the postal service except such part-time consultants or employees as may be excluded by contract or regulations promulgated by the Postmaster General with the approval of the Chairman of the Government Patents Board.

The term "invention" includes any art, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plant, which is or may be patentable under the patent laws of the United States.

Policy

233. The Executive order establishes a basic policy for all Government agencies with respect to inventions hereafter made by any Government employee. Applied to the postal service, it is as follows:

(1) The Government shall obtain the entire right, title, and interest in and to all inventions made by any postal employee during working hours, or with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty, or which bear a direct relation to or are made in consequence of the official duties of the inventor.

(2) In any case where the contribution of the Government, as measured by any one or more of the criteria set forth in the paragraph above, to the invention of a postal employee is insufficient equitably to justify a requirement of assignment to the Government of the entire right, title, and interest to such invention, or in any case where the Government has insufficient interest in an invention to obtain entire right, title, and interest therein (although the Government could obtain same), the Postmaster General subject to the approval of the Chairman of the Government Patents Board, shall leave title to such invention in the employee, subject to the reservation to the Government of a nonexclusive, irrevocable, royalty-free license in the invention with power to grant licenses for all governmental purposes, such reservation to appear, where practicable, in any patent which may issue on such invention.

(3) When it is determined by the Postmaster General, approved by the Chairman of the Government Patents Board, that a postal employee should not assign to the Government the entire right, title, and interest in and to his invention, and if the Government does not reserve a nonexclusive, irrevocable, royalty-free license, including power to grant licenses for all governmental purposes, in the invention of a postal employee, the entire right, title, and

interest in and to the invention shall be left to the employee, subject to law.

(4) Generally, any particular invention made by a postal employee who is employed or assigned by his superior to invent or improve or perfect any art, machine, manufacture, or composition of matter; to conduct or perform research and development work; to supervise, direct, coordinate, or review Government financed or conducted research and development work; or to act in a liaison capacity among postal or nonpostal agencies or individuals engaged in such work, or made by an employee included within any other category of employees specified by regulations issued by the Chairman of the Government Patents Board, falls within the provisions of paragraph (1) above. Any invention made by any other employee generally falls within the provisions of paragraph (2) above. The facts and circumstances attendant upon the conditions under which an invention is made will be considered in each case and exceptions to the above general classifications may be expected. A determination that the invention falls within the provisions of paragraph (3) above, is not precluded.

Determinations by Postmaster General

234. Subject to the application, definitions, and policies, established by Executive Order No. 10096, and regulations pursuant thereto, the Postmaster General will determine:

(1) whether the results of research, development, or other activity conducted by any postal employee or group of such employees constitute invention;

(2) the respective rights of the Government and of the inventor in and to any invention made by a postal employee (subject to review by the Chairman, Government Patents Board);

(3) whether patent protection will be sought in the United States by the Post Office Department for such invention. Action looking toward patent protection for the rights of the inventor shall be contingent upon the consent of the inventor.

Report of Inventions

235. In order to protect the rights of the Government and of the inventor, every invention made by postal employees shall be reported to the Administrative Assistant to the Postmaster General. The invention report shall contain the following information: (1) The full name, residence, office address, and position or title of the inventor; (2) the title of the invention; (3) a description of the invention; (4) the objects, advantages, and uses of the invention; (5) the problems which led to the making of the invention; (6) information relative to conception, disclosure to others, and reduction to practice; (7)

information concerning any public use of the invention; and (8) experimental data. The report should be made as promptly as possible, taking into consideration such factors as reduction to practice, and the necessity for protecting any rights of the Government in the invention.

Appeals

236. Any postal employee who is aggrieved by a determination made under these instructions may obtain a review of the determination by filing, within 30 days after receiving notice of such determina-

tion, a written appeal with the Chairman of the Government Patents Board and a copy of the appeal with the Post Office Department. The decision of the chairman upon any appeal taken shall be final.

Correspondence

237. All correspondence and submissions with respect to inventions and patents of postal employees and the Post Office Department should be directed to the Office of the Administrative Assistant to the Postmaster General, Post Office Department, Washington 25, D. C.

CHAPTER III

Classification and Rates—Domestic

Art.

- 1. Domestic service.
- 2. Classification of mail.
- 3. First class.
- 18. Air mail.
- 25. Second class.
- 113. Third class.
- 130. Fourth class.
- 144. Free matter.

Art.

- 165. Special delivery.
- 167. Special handling.
- 169. Enclosing matter of higher class with that of lower class.
- 170. Communications attached to second-, third-, or fourth-class matter.
- 171. Certificates of mailing.

DOMESTIC SERVICE

1. The domestic rates of postage and conditions apply to mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and United States naval vessels; and to any other places where the United States Mail Service may be in operation, including bases in foreign countries and other places outside the continental United States served by Navy or Army Air Force post offices.

Domestic rates and conditions apply to the following places:

- Alaska.
- Army-Air Force Post Offices (A. P. O.) c/o Postmaster at—
 - New Orleans, La.
 - New York, N. Y.
 - San Francisco, Calif.
 - Seattle, Wash.
- Baker Island.
- Canal Zone, including—
 - Culebra.
 - Flamenco.
 - Naos.
 - Perico.
- Canton Island.
- Enderbury Island.
- Fleet Post Office (F. P. O.) via—
 - New York, N. Y.
 - San Francisco, Calif.
- Guam.
- Hawaiian Islands.
- Howland Island.
- Jarvis Island.

- Johnston Island.
- Kingman Reef.
- Midway Islands.
- Navassa Island.
- Puerto Rico.
- Samoa Islands (American) including—
 - Manua.
 - Swain's.
 - Tutuila.
- Sand Island.
- Swan Islands—via Tampa, Fla.
- Trust Territory of the Pacific.
- Virgin Islands of the United States including—
 - Saint Croix.
 - Saint John.
 - Saint Thomas.
- Wake Island.
- All other places where United States Mail Service is in operation.

(For international mails see Part II, U. S. Official Postal Guide.)

CLASSIFICATION OF MAIL

2. Mailable matter is divided into four classes:

First class: Written matter, matter sealed against inspection, postal cards, and post cards.

Second class: Newspapers and periodical publications.

Third class: Merchandise, printed matter, and other mailable matter not exceeding 8 ounces in weight, not in first and second classes.

Fourth class (parcel post): Merchandise, printed matter, and other mailable matter exceeding 8 ounces in weight, not in first and second classes.

FIRST-CLASS MATTER

Written Matter

3. Written matter includes:

All matter wholly or partly in writing, whether sealed or unsealed, except manuscript copy accompanying proof sheets or corrected proof sheets of the same and the writing permitted as additions to other classes;

Letters, postal cards, post cards, business reply cards, and letters under cover of business reply envelopes or labels;

All letters irrespective of age or previous transmission through the mails sent singly or in bulk, except that bulk parcels of letters, bills, statements, etc., prepared at a central office of a concern rendering service at some other place, each bearing proper first-class postage, sent to the post office at the latter place for delivery, and bulk parcels of unopened letters remailed unopened to the same addressee, are mailable at the fourth-class rate;

Handwritten or typewritten matter and letter-press or manifold (carbon) copies thereof;

Imitations or reproductions of handwritten or typewritten matter unless mailed at a point designated by the postmaster in a minimum quantity of 20 identical unsealed copies;

Manuscript or typewritten copy not accompanied with proof sheets thereof;

Autograph albums containing written matter;

Notes, including stenographic or shorthand notes; and

Notebooks or blank books containing written or typewritten entries.

Matter Partly in Writing

4. Matter partly in writing includes, among other things:

Blank printed forms filled out in writing or with amounts due, signatures, or other matter written therein, e. g., notices, certificates, receipts, and checks, either canceled or uncanceled;

Printed price lists containing written figures changing individual items;

Bills or statements of account produced by any photographic or mechanical process, unless presented in a minimum quantity of 20 identical unsealed copies;

Printed cards or letters bearing a written date, where the date is not the date of the card but gives information as to when something will occur or has occurred, such as date of birth, etc.;

Printed cards or coupons which by having a signature attached are converted into personal communications, such as receipts, orders, etc. (This does not apply to Christmas or similar greeting cards);

Visiting cards bearing written name (except single cards enclosed with third- or

fourth-class matter and bearing the name of sender); and

Communications entirely in print—excepting the name of sender—sent in identical terms by many persons to the same address.

Sealed Matter

5. Sealed matter includes matter of any class so wrapped as not to be easily examined, except third- or fourth-class matter sealed subject to postal examination, seeds or other articles in sealed transparent envelopes, or proprietary articles of merchandise. (See ch. IV, arts. 24 and 25.)

Postal Cards (Government)

6. Postal cards issued by the Post Office Department may bear written, printed, or other additions as follows:

The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for a message, etc., and the space to the right for the address only.

Addresses upon postal cards may be written, printed, or affixed thereto, at the option of the sender.

Very thin sheets of paper may be attached to the card if they completely adhere thereto.

Advertisements, illustrations, or writing may appear on the back of the card and on the left third of the face.

A postal card bearing matter other than as above authorized shall not be accepted for mailing as a postal card.

Reply or double postal cards should be folded before mailing, and the initial half should be detached when the reply half is mailed for return. If the initial half of a double postal card is not detached when the reply half is mailed for return the card is subject to postage according to the character of the message. The enclosure in a double postal card of unauthorized matter annuls its privileges as a postal card. When the reply portion conveys a message to addressee or is used primarily to cover up the message on the initial portion, or when double cards are used primarily to send statements of account or similar matter they are subject to the letter rate which shall be affixed to the initial portion. Either half of a domestic reply postal card may be used separately.

Post Cards (Private Mailing Cards)

7. Private mailing cards in the domestic mails shall conform to the following conditions:

A "post card" shall be an unfolded piece of cardboard not exceeding approximately $3\frac{1}{16}$ by $5\frac{9}{16}$ inches nor less than $2\frac{3}{4}$ by 4 inches.

It shall be substantially like the Government postal card in form and in quality and weight of paper. The specifications for Government postal cards prescribe a thickness of not less than 0.0085 or more than 0.0095 of an inch and the paper must run uniform in thickness and as near 0.0090 as possible. The weight on the basis of 1,000 sheets, 22½ by 28½ inches in size, shall be 188 pounds.

It may be of any light color not interfering with a legible address, postmark, and postal endorsements.

It may bear near the top of the face the words "Post Card," but this is not required.

The face of the card may be divided by a vertical line; the left half to be used for a message, etc., and the right half for the address only.

Very thin sheets of paper may be attached to the card if they completely adhere thereto.

Advertisements and illustrations may appear on the back of the card and on the left half of the face.

Post cards should bear in the upper right corner of the face an oblong diagram containing the words, "Place postage stamp here" and at the bottom of the space to the right of the vertical dividing line the words, "This space for the address."

Reply or Double Post Cards

8. Reply or double post cards, each portion of which conforms in size, quality, etc., to the conditions prescribed for post cards, when sent for bona fide reply purposes only, are subject to 2 cent postage, to be prepaid on the initial portion. The reply half, when detached and mailed, is also subject to 2 cent postage. The postage on the reply half need not be affixed thereto until it is detached from the initial half and mailed for return. The restrictions on the acceptance of double postal cards at the 2-cent rate set forth in article 6 of this chapter also apply to double post cards.

Nonconforming Cards

9. Cards which do not conform to the prescribed conditions shall, if they bear a message wholly or partly in writing, or if they bear the words "Post Card" or "Private Mailing Card," be charged with postage at the letter rate. If they do not bear the words "Post Card" or "Private Mailing Card" and are entirely in print, they shall be charged with postage at the third-class rate.

Cards Bearing Mica, Etc.

10. Cards bearing particles of glass, metal, mica, sand, tinsel, or similar decorative substances shall not be accepted for

mailing, except when enclosed in envelopes tightly sealed to prevent the escape of such particles or when the objectionable substances will not rub off or injure persons handling the mails.

Cards Under Cover

11. Cards mailed under cover of sealed envelopes shall be charged with postage at the first-class rate, and if in unsealed envelopes shall be charged according to the character of the message. The postage stamps shall be affixed to the envelopes covering the cards. Stamps affixed to matter enclosed in envelopes shall not be recognized in payment of postage thereon.

Business Reply Cards, Envelopes, and Labels

12. *Application for privilege.*—Persons desiring permission to use business reply cards, envelopes, or labels shall apply therefor on Form 3614 to the postmaster at the office to which the cards or envelopes are to be returned. The postmaster, unless otherwise instructed, shall transmit the application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, and await the receipt of a permit and instructions as to procedure. No fee is required to accompany such applications.

13. *Specifications and conditions.*—Business reply cards shall conform to the size, form, and quality of paper stock prescribed for private mailing or post cards. Such cards and also business reply envelopes, which must be furnished by the user without cost to the Department, shall bear on the address side, in the manner prescribed in the permit, the printed name and address of the person or concern to whom they are to be returned, together with the permit number and such other information as may be required. Business reply cards and envelopes may be used to transmit communications only, as that term is commonly understood. They may not be used to return parcels of merchandise or other articles without prepayment of the required postage on both the cards (or envelopes) and the parcels.

Small cartons may be distributed by opticians and dental laboratories for use in returning eyeglasses or spectacles, dentures, etc., for repair or replacement. Such boxes or cartons shall bear the inscription "Business Reply Box" and "First Class Mail" but otherwise will bear the same indicia prescribed for business reply cards and envelopes. (See Form 3615 for detailed conditions.)

14. *Treatment at mailing office.*—Business reply cards and envelopes deposited in the mails at any post office for return to the

person or concern who sent them shall be postmarked and promptly dispatched.

15. *Collection of postage.*—Postage on returned business reply mail shall be collected upon delivery by means of postage-due stamps.

Rates of Postage on First-Class Matter

16. Written and sealed matter in general—3 cents for each ounce or fraction thereof.

Postal cards—the selling price of 2 cents each.

Post cards conforming to the requirements for such cards—2 cents each.

Drop letters and other first-class matter mailed at and addressed to patrons of an office not having city or village delivery service, provided delivery is not made by rural carrier—2 cents for each ounce or fraction thereof.

Business reply cards, letters, and articles under business reply labels—1 cent each in addition to the regular postage.

Limit of Weight and Size

17. There is no limit as to the size of matter of the first class, but the limit of weight is the same as is applicable to fourth-class matter. (See article 133 of this chapter.)

DOMESTIC AIR MAIL

Air Mail Rates

18. The rate of postage on domestic air mail weighing 8 ounces or less is 6 cents for each ounce or fraction thereof. This applies to mail transported by air within or between continental United States and any place mentioned in the list shown in article 1 of this chapter.

Postal cards and post cards conforming to conditions in article 6 of this chapter, 4 cents each.

Reply or double post cards, each portion of which conforms in size, quality, etc., to conditions prescribed for post cards, when sent for bona fide reply purposes only, are subject to 4 cents postage, to be prepaid on each half, except when reply portion is prepared for return by air as a business reply card, postage need be affixed on the initial half only.

Nonconforming cards transmitted by air shall be subject to the rate of 6 cents for each ounce or fraction.

19. *Air parcel post.*—Matter of any class weighing over 8 ounces but not exceeding 70 pounds in weight or 100 inches in length and girth combined, including written and other first-class matter, whether sealed or unsealed, is subject to the following zone rates:

Air parcel post rates

Weight	Zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Over 8 ounces to—						
1 pound----	\$0. 60	\$0. 65	\$0. 70	\$0. 75	\$0. 75	\$0. 80
2 pounds----	1. 08	1. 15	1. 26	1. 39	1. 47	1. 60
3 pounds----	1. 56	1. 65	1. 82	2. 03	2. 19	2. 40
4 pounds----	2. 04	2. 15	2. 38	2. 67	2. 91	3. 20
5 pounds----	2. 52	2. 65	2. 94	3. 31	3. 63	4. 00
6 pounds----	3. 00	3. 15	3. 50	3. 95	4. 35	4. 80
7 pounds----	3. 48	3. 65	4. 06	4. 59	5. 07	5. 60
8 pounds----	3. 96	4. 15	4. 62	5. 23	5. 79	6. 40
9 pounds----	4. 44	4. 65	5. 18	5. 87	6. 51	7. 29
10 pounds----	4. 92	5. 15	5. 74	6. 51	7. 23	8. 00
11 pounds----	5. 40	5. 65	6. 30	7. 15	7. 95	8. 80
12 pounds----	5. 88	6. 15	6. 86	7. 79	8. 67	9. 60
13 pounds----	6. 36	6. 65	7. 42	8. 43	9. 39	10. 40
14 pounds----	6. 84	7. 15	7. 98	9. 07	10. 11	11. 20
15 pounds----	7. 32	7. 65	8. 54	9. 71	10. 83	12. 00
16 pounds----	7. 80	8. 15	9. 10	10. 35	11. 55	12. 80
17 pounds----	8. 28	8. 65	9. 66	10. 99	12. 27	13. 60
18 pounds----	8. 76	9. 15	10. 22	11. 63	12. 99	14. 40
19 pounds----	9. 24	9. 65	10. 78	12. 27	13. 71	15. 20
20 pounds----	9. 72	10. 15	11. 34	12. 91	14. 43	16. 00
21 pounds----	10. 20	10. 65	11. 90	13. 55	15. 15	16. 80
22 pounds----	10. 68	11. 15	12. 46	14. 19	15. 87	17. 60
23 pounds----	11. 16	11. 65	13. 02	14. 83	16. 59	18. 40
24 pounds----	11. 64	12. 15	13. 58	15. 47	17. 31	19. 20
25 pounds----	12. 12	12. 65	14. 14	16. 11	18. 03	20. 00
26 pounds----	12. 60	13. 15	14. 70	16. 75	18. 75	20. 80
27 pounds----	13. 08	13. 65	15. 26	17. 39	19. 47	21. 60
28 pounds----	13. 56	14. 15	15. 82	18. 03	20. 19	22. 40
29 pounds----	14. 04	14. 65	16. 38	18. 67	20. 91	23. 20
30 pounds----	14. 52	15. 15	16. 94	19. 31	21. 63	24. 00
31 pounds----	15. 00	15. 65	17. 50	19. 95	22. 35	24. 80
32 pounds----	15. 48	16. 15	18. 06	20. 59	23. 07	25. 60
33 pounds----	15. 96	16. 65	18. 62	21. 23	23. 79	26. 40
34 pounds----	16. 44	17. 15	19. 18	21. 87	24. 51	27. 20
35 pounds----	16. 92	17. 65	19. 74	22. 51	25. 23	28. 00
36 pounds----	17. 40	18. 15	20. 30	23. 15	25. 95	28. 80
37 pounds----	17. 88	18. 65	20. 86	23. 79	26. 67	29. 60
38 pounds----	18. 36	19. 15	21. 42	24. 43	27. 39	30. 40
39 pounds----	18. 84	19. 65	21. 98	25. 07	28. 11	31. 20
40 pounds----	19. 32	20. 15	22. 54	25. 71	28. 83	32. 00
41 pounds----	19. 80	20. 65	23. 10	26. 35	29. 55	32. 80
42 pounds----	20. 28	21. 15	23. 66	26. 99	30. 27	33. 60
43 pounds----	20. 76	21. 65	24. 22	27. 63	30. 99	34. 40
44 pounds----	21. 24	22. 15	24. 78	28. 27	31. 71	35. 20
45 pounds----	21. 72	22. 65	25. 34	28. 91	32. 43	36. 00
46 pounds----	22. 20	23. 15	25. 90	29. 55	33. 15	36. 80
47 pounds----	22. 68	23. 65	26. 46	30. 19	33. 87	37. 60
48 pounds----	23. 16	24. 15	27. 02	30. 83	34. 59	38. 40
49 pounds----	23. 64	24. 65	27. 58	31. 47	35. 31	39. 20
50 pounds----	24. 12	25. 15	28. 14	32. 11	36. 03	40. 00
51 pounds----	24. 60	25. 65	28. 70	32. 75	36. 75	40. 80
52 pounds----	25. 08	26. 15	29. 26	33. 39	37. 47	41. 60
53 pounds----	25. 56	26. 65	29. 82	34. 03	38. 19	42. 40
54 pounds----	26. 04	27. 15	30. 38	34. 67	38. 91	43. 20
55 pounds----	26. 52	27. 65	30. 94	35. 31	39. 63	44. 00
56 pounds----	27. 00	28. 15	31. 50	35. 95	40. 35	44. 80
57 pounds----	27. 48	28. 65	32. 06	36. 59	41. 07	45. 60
58 pounds----	27. 96	29. 15	32. 62	37. 23	41. 79	46. 40
59 pounds----	28. 44	29. 65	33. 18	37. 87	42. 51	47. 20
60 pounds----	28. 92	30. 15	33. 74	38. 51	43. 23	48. 00
61 pounds----	29. 40	30. 65	34. 30	39. 15	43. 95	48. 80
62 pounds----	29. 88	31. 15	34. 86	39. 79	44. 67	49. 60
63 pounds----	30. 36	31. 65	35. 42	40. 43	45. 39	50. 40
64 pounds----	30. 84	32. 15	35. 98	41. 07	46. 11	51. 20
65 pounds----	31. 32	32. 65	36. 54	41. 71	46. 83	52. 00
66 pounds----	31. 80	33. 15	37. 10	42. 35	47. 55	52. 80
67 pounds----	32. 28	33. 65	37. 66	42. 99	48. 27	53. 60
68 pounds----	32. 76	34. 15	38. 22	43. 63	48. 99	54. 40
69 pounds----	33. 24	34. 65	38. 78	44. 27	49. 71	55. 20
70 pounds----	33. 72	35. 15	39. 34	44. 91	50. 43	56. 00

(a) Parcels weighing less than 10 pounds but exceeding 84 inches in length and girth combined are subject to the 10-pound rate.

(b) The eighth-zone rates apply between the United States or its Territories

and possessions and overseas A. P. O.'s and fleet post offices, as well as naval vessels addressed in care of Fleet Post Office, New York, N. Y., or San Francisco, Calif.

Matter Prohibited in Air Mail

20. Transmission of the following matter by air is prohibited:

(a) All matter prohibited in the domestic surface mails.

(b) Baby chicks, honeybees, and other matter subject to damage by low temperatures.

(c) Magnetic materials containing permanent magnets with unconfined fields.

(d) Inflammable liquids and substances with flash point of 80° F. or lower (Tag. open tester). (See Postal Guide, Part I, for conditions.)

(e) Any container subject to damage by changes of atmospheric pressure with loss or leakage of contents.

(f) Safety matches.

(See Postal Guide for packing requirements.)

To Be Endorsed "Air Mail"

21. Air mail should be conspicuously endorsed, "Air Mail" by the sender in the space immediately below the stamps and above the address. This endorsement should be placed on each end and side of air parcels.

Payment of Postage

22. Special air mail stamps are issued for use on air mail but ordinary postage stamps may be used. It is not permissible to use air mail stamps on other than air mail. When mailable matter prepared for shipment by air with postage fully prepaid at the air rate is addressed for local delivery or to some place not served by an air mail route or which for some other reason can not be carried by airplane, it shall be dispatched by regular mail without question as to the stamps. (See ch. XV, art. 10, as to the use of ordinary postage stamps.)

Mailers should prepay postage fully in order to expedite handling, and postmasters should make every effort to have them do so. However, if air mail weighing 8 ounces or less is short paid but bears at least one full rate it should be rated with the deficient postage and dispatched, the amount due to be collected upon delivery. Short-paid air parcels exceeding 8 ounces in weight should not be dispatched by air, but if practicable and no undue delay results, the sender should be requested to supply the deficiency. Otherwise such air parcels, if sufficiently prepaid for surface transportation, shall be endorsed "Not Air Mail" after crossing out any "Via Air" endorsements and dispatched by surface means.

Air Mail Envelopes and Cards

23. Envelopes and cards of special air mail design may be used for air mail only.

Their use for mail which is not intended for transmission by air is prohibited. Distinctive designs on envelopes and cards for use as air mail have been approved by the Department. The outstanding feature of the preferred design is a border of alternating blue and red parallelograms with intervening white spaces, producing a distinguishing blue, white and red border not exceeding $\frac{5}{32}$ of an inch in width extending around the edges of both the address side and the back of the envelope.

Registered, Insured, C. O. D., and Special Delivery Air Mail

24. Air mail may be registered, insured, or sent c. o. d. upon payment of the applicable fees for these services in addition to the air mail postage. Domestic registered mail sent by air must be securely sealed and first-class matter sent c. o. d. by air must also be sealed.

Air mail may be sent special delivery upon payment of the special delivery fees applicable to other special delivery articles, depending on the class of mail which is governed by the nature of the contents.

SECOND CLASS MATTER

25. Mailable matter of the second class includes newspapers and periodicals which are within the following conditions.

Regularity of Issue

26. A publication shall be regularly issued at stated intervals, as frequently as four times a year, to maintain its second-class status. Each issue shall be dated and numbered consecutively. When an issue is omitted for unavoidable cause, the next issue shall bear only the number following that of the preceding issue and shall not bear a double number.

27. Regular omission of issue.—Publications of colleges and schools that are otherwise admissible as second-class matter shall not lose second-class privileges by the regular omission of issues during vacation. Publications which regularly omit certain issues during certain periods shall show that fact in connection with the statement of the frequency of issue, as, for example, "Monthly except July and August," "Monthly during school or college year," or "Weekly during school year except holiday and examination periods."

28. Extra editions or issues.—Extra editions or issues of a publication admitted as second-class matter manifestly issued for the purpose of communicating additional news and imparting information germane to the publication but received too late for insertion in the regular edition or issue, shall be accepted at the second-class rates, provided they are not issued for advertising purposes.

Office of Publication

29. Definition of.—Publications must be issued from a known office or place of publication. A known office or place of publication is a public office where the business of the newspaper or periodical is transacted during the usual business hours, and such office shall be shown in the publication itself.

In towns having letter carrier service the street and number of the office of publication shall be given.

30. When not a post office.—When a periodical publication is issued at a place that is not a post office, the post office at which it is entered shall be shown in the publication.

31. Place of mailing.—Newspapers and periodicals may have more than one office for the transaction of business, but may be mailed by the publisher as second-class matter only at the post office or post offices where entered. The name of the post office of original entry shall precede the names of any other offices of the publication and be given prominence equal thereto in all printed notices relative to the offices of publication.

32. Place of printing of certain publications.—To be admissible as second-class matter, under the act of August 24, 1912, (see article 43 of this chapter) a publication of a benevolent or fraternal society or order, or trade-union, or strictly professional, literary, historical, or scientific society shall be printed at the office of publication.

Form

33. To be admissible as second-class matter, publications must be formed of printed paper sheets, without board, cloth, leather, or other substantial binding such as distinguish printed books for preservation from periodical publications.

Publications produced by the stencil, mimeograph, or hectograph process, or in imitation of typewriting, shall not be admitted to the mails as second-class matter.

Character

34. The publication must be originated and published for the dissemination of information of a public character, or devoted to literature, the sciences, arts, or some special industry and have a legitimate list of subscribers. Publications designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates are not entitled to second-class rates.

(See art. 45 of this chapter as to applications for entry; and art. 55 of this chapter as to submitting false evidence to secure entry of matter as second class.)

35. Legitimate lists of subscribers.—For consideration by the Department in determining whether a publication has a "legitimate list of subscribers" and otherwise con-

forms to the requirements of the law, the publisher shall furnish the information called for in the application for admission.

A "legitimate list of subscribers" to a newspaper or periodical may include:

Such persons as have subscribed for the publication for a definite time, either by themselves or by another on their behalf, and have paid, or promised to pay, for it not less than 50 percent of the advertised annual subscription price.

News agents and newsboys purchasing copies for resale.

Purchasers of copies over the publisher's counter.

Receivers of bona fide gift copies, duly accepted, given for their benefit and not to promote the interests of the donor, provided the number of such copies is only incidental to the total number of copies circulated to subscribers. Persons to whom copies are sent free by the publishers may not be so included.

Other publishers to whom exchanges are mailed.

Advertisers receiving one copy each in proof of the insertion of their advertisements.

36. Subscription price, and premiums.—The methods of a publisher in fixing the price of his publication or in inducing subscriptions by the giving of premiums, prizes, or other considerations, or by clubbing his paper with other papers, or by giving commissions upon subscriptions obtained by agents, shall be carefully examined for the purpose of determining what effect the methods have upon the legitimacy of the subscription list and upon the question of the primary design of the publication. Persons whose subscriptions are obtained at a nominal rate shall not be included as a part of the "legitimate list of subscribers" required by the law. Subscriptions shall be regarded as at a nominal rate when obtained in connection with methods or offers effecting a reduction of the regular advertised annual subscription price to the extent and under the conditions set forth below:

Subscriptions obtained at a reduction to the subscriber of more than 50 percent of the regular advertised annual price for a single subscription, whether the reduction is a direct discount or one that is effected through a rebate, premium offer, clubbing arrangement with other publications, or otherwise, and whether full payment is made at one time or in installments. The value of the premium shall be considered to be the actual cost to the publisher, the recognized retail value, or the value represented to the subscriber, whichever is highest.

Subscriptions obtained through agents or agencies on commission or in connection with clubbing arrangements with other publications in cases where the amount received by the publisher, after deducting the amount

allowed or paid as commission or as a rebate or through other arrangements, is less than 30 percent of the regular advertised annual subscription price of the publication. Contracts which a publisher desires to enter into with persons or concerns who will obtain subscriptions for the publisher through soliciting agents should first be submitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, together with all of the conditions, facts, and circumstances, in order that it may be determined whether subscriptions so obtained will meet the requirements of the law.

37. Expired subscriptions.—The right of publishers to extend in good faith credit on subscriptions is recognized and will not be abridged, and although all subscriptions are regarded as expiring with the period for which they were obtained, nevertheless when publishers make proper effort to secure renewals within a reasonable period, copies of their publications shall be accepted for mailing as to subscribers at the second-class rates one year from the date of expiration, except in the case of subscriptions for less than 1 year. Copies sent to persons after 1 year from the date of expiration of their subscriptions, or, in the case of subscriptions for less than 1 year, copies sent after the date of expiration thereof, unless such subscriptions are expressly renewed for a definite time and payment or bona fide promise of payment is made therefor, shall not be accepted as subscribers' copies but shall be accepted as other than subscribers' copies at the transient second-class rate.

Advertising Publications, Free Circulation, or Nominal Rates

38. The question of whether a publication is designed primarily for advertising purposes or for free circulation or for circulation at nominal rates is one of fact and shall be determined in each case from the facts.

39. "Primarily" defined.—The word "primarily" is intended to indicate the chief or principal object of a publication. Among regular publications designed primarily for advertising purposes within the meaning of the law are included:

Those owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them;

Those which, having few or no genuine or paid-up subscriptions, insert advertisements free on the condition that the advertiser will pay for a number of papers which are sent to persons whose names are given to the publisher;

Those which do advertising principally and whose columns are filled with editorial puffs of firms or individuals who advertise in the publication or buy a certain number of copies for distribution;

Those devoted largely to advertising and having nominal lists of bona fide subscribers, but whose circulations are mainly gratuitous.

Publications having over 75 percent of advertising in more than one-half of their issues during any 12-month period may not be accepted as second-class matter and their entry will be revoked, except that for this purpose only, a charge made solely for the publication of transportation schedules, fares, and related information shall not be construed as constituting a charge for advertising.

40. Nominal rate defined.—A publication shall be considered as circulated at a nominal rate if it has a low subscription price and a subscription list from which the publisher does not regularly exclude expired subscriptions with the same care and accuracy as is exercised by a publisher whose rate is evidently more than nominal, or if it has a subscription price that does not appear to be a material consideration in the business of the publisher.

41. Legitimate list of subscribers.—The circulation of a publication entered as second-class matter shall consist principally of copies supplied, by mail or otherwise, to persons who have themselves subscribed and paid or promised to pay for the publication. Publications which are primarily for free circulation shall not be accepted for mailing at the publishers' second-class pound rates. All copies of a publication printed, whether circulated through the mails or otherwise, and at whatever rate of postage, shall be considered in determining whether the circulation conforms to the requirements of the law for second-class matter. When an extraordinary number of copies of a publication are paid for by advertisers or other persons, or under some other arrangements are supplied free to persons not ordering the copies, consideration shall be given as to whether the publication is designed primarily for advertising purposes or for free circulation and therefore not entitled to the second-class mailing privilege.

42. Copies paid for by advertisers.—When an extraordinary number of copies over the usual circulation are presented for mailing as to subscribers, the postmaster shall request the publisher to submit a sworn statement showing in what manner the claimed extra subscriptions were obtained, and who paid for them, if paid for by others than the persons to whom the copies are sent, the amount paid, the purpose for which the copies are sent, and whether the person paying for the copies is an advertiser in the publication, together with any other information concerning the arrangement under which the copies are being circulated. Postage at the transient second-class rate shall be charged on all copies paid for by an advertiser or other interested party for advertising purposes. When a postmaster

is in doubt as to whether any particular copies of a publication are entitled to be mailed at the publishers' second-class pound rates, he shall require a deposit of money sufficient to cover postage at the transient second-class rate and hold the deposit pending submission of all the facts, together with a copy of the publication, to the Bureau of Finance, Division of Newspaper and Periodical Mail, for instructions.

Publications Issued by Certain Organizations or Associations

43. Among periodical publications admitted as second-class matter are those issued by or under the auspices of benevolent or fraternal societies or orders; by regularly incorporated institutions of learning; by regularly established State institutions of learning; or by or under the auspices of trade-unions, professional, literary, historical, or scientific societies, including bulletins issued by State boards of health, State conservation and fish and game agencies or departments, and State boards or departments of public charities and corrections, and State departments of agriculture. Such periodical publications, issued by and to further the objects and purposes of benevolent or fraternal societies or orders or trade-unions, or by strictly professional, literary, historical, or scientific societies may carry advertising matter, including the advertising of other persons, institutions, or concerns. The circulation through the mails of periodical publications issued by or under the auspices of benevolent or fraternal societies or orders, or trade-unions, or by professional, literary, historical, or scientific societies as second-class mail, is limited to copies mailed to such members as pay therefor, either as a part of their dues or assessments or otherwise, not less than 50 percent of the regular subscription price; to other bona fide subscribers; to exchanges; and 10 percent of such circulation as sample copies. When such members pay therefor as a part of their dues or assessments, individual subscriptions or receipts are not required.

A publication of this type is not required to have subscribers, except in the case of publications of the societies, orders, or trade-unions which carry advertisements in the interest of other persons or concerns. The circulation through the mails at the pound rates of publications of the societies, orders, or trade-unions referred to, whose members do not pay therefor, the publications being for free circulation, is restricted to the membership and to exchanges. Publications of such societies, orders, or trade-unions which are not paid for, and publications of institutions of learning, State boards of health, State conservation and fish and game agencies or departments, State boards or departments of public charities and corrections, and State departments of agri-

culture, carrying advertisements pertaining to other persons or concerns (including the name of the printer) are not entitled to the second-class privileges.

Foreign Publications

44. Foreign newspapers and other periodicals of the same general character as those admitted to the second class in the United States may, under the direction of the Postmaster General, on application of the publishers or their agents, be transmitted through the mails at the same rate as if published in the United States.

Application for Original Entry

45. When a publication is offered for mailing for the first time as "matter of the second class," the postmaster shall require the publisher or his duly authorized representative to file an application on the proper form for its entry as second-class matter, accompanied with the required fee and two representative copies of the issue of the publication nearest the date of the application. (See application form for instructions to both postmaster and publisher as to the procedure.)

Application for entry as second-class matter of a newspaper and periodical published in a foreign country shall be made on Form 3501-A.

Application for entry as second-class matter under the Act of March 3, 1879, of newspapers or periodical publications shall be made on Form 3501.

Application for entry as second-class matter, under the Act of August 24, 1912, of a publication of a benevolent or fraternal society or order, or strictly professional, literary, historical, or scientific society, or trade-union, institution of learning, State board of health, State conservation and fish and game agency or department, State board or department of public charities and corrections, or State department of agriculture shall be made on Form 3501-B.

Application for Additional Entry

46. When a publisher of a publication entered as second-class matter at any post office desires an additional entry at another post office, an application by letter for such additional entry shall be submitted to the postmaster at the office of original entry, accompanied with the prescribed fee of \$10. Such application shall show the approximate number and weight of the copies to be mailed at the office at which additional entry is sought and the geographical territory to be served from such office. The postmaster shall transmit the application to the Bureau of Finance, Division of Newspaper and Periodical Mail. All copies for delivery at the office of original entry shall be mailed at that office and all copies for delivery at the office of additional entry

shall be mailed at the latter office, and postage paid thereon at the rate applicable to copies so mailed.

Fee for Entry

47. Application for entry of a publication as second-class matter shall be accompanied with a fee of \$100, except that for a publication having a circulation of not more than 2,000 copies the fee shall be \$25, and for a publication having a circulation of not more than 5,000 copies the fee shall be \$50. One-half of the application fee shall be returnable upon the failure of the applicant's publication to obtain entry. Each application for reentry of a publication as second-class matter on account of a change in title, frequency of issue, office of publication, or for other reason, and each application for an additional entry shall be accompanied with a fee of \$10. Each application for registry of a news agent shall be accompanied with a fee of \$20.

The amount of the fee to be collected with each application for original second-class entry is usually determined by the total number of copies printed and circulated as shown by the application. The fee is not based merely on the number of copies circulated as to subscribers or on the number sent through the mails.

Accounting for Fees

48. Postmasters at offices where publications have been entered as second-class matter shall issue a receipt at the time of collection for the amount of each fee accompanying applications for entry on Form 3539, which shall be endorsed "application fee for original second-class entry," or "application fee for second-class reentry," or "application fee for news agent registry," as the case may be. The total amount of such fees shall be accounted for in division 1, page 2, and in the certificate opposite the heading "Second-class application fees" of the quarterly newspaper and periodical statement (Form 3551) and also in A/C 015 in the quarterly postal account. Postmasters at offices where no publications have been entered as second-class matter shall hold the application fee in trust and request instructions from the Bureau of Finance, Division of Newspaper and Periodical Mail.

No postmaster shall return to an applicant any part of a fee without the specific authorization of the Bureau of Finance, Division of Newspaper and Periodical Mail. When a postmaster receives an authorization to refund one-half of a fee as provided by article 47 of this chapter he shall pay the amount authorized out of postal receipts in his possession and shall follow the instructions on Form 3533 which will be furnished with the refund authorization.

Acceptance Without Formal Authorization Prohibited

49. Postmasters shall not accept a publication for mailing at the second-class rates of postage until formally authorized by the Department to do so, except in the case of a change in title, change in frequency, or removal of the known office of publication to another post office, and provided the entry fee has been paid. On all copies of a publication mailed before the application for its entry as second-class matter has been filed, postage at the third- or fourth-class rate, whichever is applicable according to the physical characteristics of the publication, shall be prepaid by means of stamps affixed or in money under permit.

Conditional Acceptance Pending Classification

50. When an application has been made for entry of a publication as second-class matter, the postmaster shall, except as hereinafter provided, issue to the publisher on Form 3503 a permit conditionally accepting the publication for mailing in the manner in which second-class matter is mailed pending its classification; and shall require a deposit of money to cover postage at the regular third-class rate or the rate for books, whichever is applicable according to the physical characteristics of the publication, computed on each separately addressed copy or package of unaddressed copies offered for mailing. Such deposit shall not be taken up in the quarterly postal account nor in the quarterly statement of pound-rate postage, but shall be held in trust until the postmaster is advised as to its disposition. If the publication is admitted as second-class matter, the excess of the deposits over the second-class rates of postage shall be refunded. If postage is prepaid on copies by stamps affixed, or in money under the permit system, or if copies are mailed at the bulk third-class rate while the application is pending, no refund of any portion of the postage so prepaid shall be made when admission of the publication as second-class matter is authorized. If the publication is not admitted, the entire deposit shall be converted into ordinary postage stamps, affixed to a sheet or sheets of paper, canceled, and sent by registered mail to the Bureau of Finance, Division of Newspaper and Periodical Mail. Stamps of the highest available denominations shall be used for this purpose. The stamps so used shall be accounted for as sold.

Indicia in Publications

51. The following indicia shall be printed conspicuously on one or more of the first five pages, preferably on the first page, of each copy of publications entered as second-class matter:

Title of the publication, which shall always be shown on the first page.

Date of issue.
Frequency of issue.
Serial number.
Known office or place of publication.
Subscription price (if required by law).
Notice of entry reading as follows:

"Entered as second-class matter at the post office at -----."

The insertion in a publication before entry of a notice that it is entered as second-class matter shall be regarded as submitting false evidence relative to the publication for the purpose of securing admission thereof to the second class of mail. Pending action on an application for admission of a publication as second-class matter, there may be printed on the copies the words "Application for entry as second-class matter is pending."

Authority for Acceptance

52. The Assistant Postmaster General, Bureau of Finance, will decide upon the admissibility of publications as second-class matter, and, upon being satisfied that a publication is entitled to admission, will authorize the postmaster to accept mailings thereof at the second-class rates.

Change of Title, Frequency, or Location of Office of Publication

53. When there is a change in the title or frequency of issue of a second-class publication or when the location of the office of publication is changed, the publisher shall submit to the postmaster at the post office where the publication is to be reentered as second-class matter an application on Form 3510 for reentry under the new conditions. One fee of \$10 and two copies of the publication showing the new title, frequency, or office of publication must accompany each application. The postmaster shall submit one copy of the publication issued after the change and the application (not the fee) to the Bureau of Finance, Division of Newspaper and Periodical Mail. The postmaster shall accept the publication at the second-class rates if the required fee has been paid pending receipt of instructions from the Department. (See arts. 47 and 48 of this chapter relating to fees.)

Discontinuance of Publication

54. When a publication entered as second-class matter is discontinued, the postmaster shall promptly report the fact to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Report of False Information to Secure Entry

55. When a postmaster has reason to believe that a publisher has submitted to him, or to any postmaster, or to the Post Office Department, any false statement or evidence as to his publication to secure its transmission as second-class matter, he shall report

the fact, with the evidence in his possession substantiating it, to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Record of Publications Entered

56. Postmasters shall keep a record of all publications of the second class mailed at their post offices.

Paid Editorials or Other Reading Matter

57. All editorial or other reading matter published in any newspaper or periodical for the publication of which money or other valuable consideration is paid, accepted, or promised shall be plainly marked "advertisement."

Sworn Statements Required

58. *General requirements.*—The editor, publisher, business manager, or owner of every newspaper and periodical shall file with the Postmaster General and the postmaster at the office at which the publication is entered, not later than the 1st day of October of each year, on Form 3526 a sworn statement setting forth the names and post office addresses of the editor and managing editor, publisher, business managers, and owners; the stockholders, if the publication is owned by a corporation; and the known bondholders, mortgagees, or other security holders. Also, in the case of daily, weekly, semiweekly, and triweekly newspapers there shall be included in the statement the average number of copies of each issue of the publication sold or distributed to paid subscribers during the preceding 12 months. The filing of the statement on Form 3526, however, is not required of religious, fraternal, temperance, scientific, or other similar publications. It shall not be necessary to include in the statement the names of persons owning less than 1 percent of the total amount of stock, bonds, mortgages, or other securities. A copy of the sworn statement shall be published in the second issue of the newspaper or periodical printed next after filing of the statement. Any publication shall be denied the privilege of the mail if it shall fail to comply with the provisions of this paragraph within 10 days after notice by registered letter of such failure.

59. *Disposition of statement.*—The sworn statement shall be made in duplicate on Form 3526, and both copies delivered to the postmaster at the office of entry of the publication. The postmaster shall forward one copy to the Bureau of Finance, Division of Newspaper and Periodical Mail, and retain the other in the files of the post office. To enable publishers to file such statement promptly, postmasters shall furnish them copies of Form 3526 at least 10 days before the 1st day of October of each year.

60. *File copy of issue containing statement.*—Postmasters shall obtain and file a

copy of the issue of each publication entered at their respective offices containing the required sworn statement. Such copies must not be sent to the Department.

61. Report of failure to file statement.—Postmasters shall give prompt and careful attention to the making and filing by publishers of sworn statements, and shall promptly report the failure of any publisher to file such statement or to publish it in the second issue of the publication printed next after it has been filed, but in no case shall a publication be denied the privileges of the mail except upon Departmental instructions.

62. Exemption claimed.—Where exemption is claimed from filing a sworn statement, the postmaster shall request from the publisher a statement showing the reasons why such exemption is claimed and forward it to the Bureau of Finance, Division of Newspaper and Periodical Mail, together with a copy of the publication.

News Agents

63. The term “news agent” shall embrace persons, including newsboys, engaged in business as news dealers or sellers of publications of the second class. A person who restricts himself to advancing the interests of a single publication, or the publications of one publisher, shall not be regarded as a “news agent,” but as a mere local agent of the publisher and not entitled to a news agent’s mailing privileges.

64. Application for registration.—When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class pound rates, formal application for the privilege, accompanied with a fee of \$20, shall be submitted to the postmaster on Form 3501-C. The application shall be sent by the postmaster to the Bureau of Finance, Division of Newspaper and Periodical Mail.

See the form for instructions to both postmaster and news agent.

If the applicant is found to be entitled to the privileges of a news agent, he shall be registered as such and the postmaster authorized to accept from him, at the applicable second-class postage rates, mailings of publications entered as second-class matter, so long as he complies with the requirements.

65. Mailings by news agents.—(a) *Evidence of entry required.*—When periodical publications are presented by a news agency or agent for mailing at the second-class rates, the postmaster shall require such agency or agent to furnish satisfactory evidence that the publications offered are entitled to such rates and have been duly entered at the office of publication, and are being sent to actual subscribers, or to other news agents for the purpose of sale.

A printed notice of entry shall be regarded as sufficient evidence that a publication is entitled to pass in the mails at the

second-class rates. Postmasters may refuse to accept at second-class rates publications which do not bear such notice.

(b) *Matter addressed to other agents.*—Satisfactory evidence shall also be furnished that the persons to whom bulk packages are sent from a news agency are also news agents, and the addresses upon such bulk packages should show this fact.

(c) *Remailing without additional postage prohibited.*—A news agent shall not be permitted to take packages of newspapers or periodicals out of a post office, write an address on each copy, and return them to the office for mailing or delivery without additional prepayment of postage, except in the case of publications entitled to pass free in the county to actual subscribers.

(d) *Packages not to be opened for distribution.*—Postmasters shall not open packages addressed to news agents and distribute any of the papers or periodicals therein, through the post office or otherwise.

(e) *Return of unsold copies.*—Unsold second-class matter returned by news agents to either publishers or other news agents, and copies sent by news agents to other news agents for purposes other than sale, or to persons not subscribers to such agency, shall be subject to the transient second-class rates of postage, except when the postage at the second-class pound rates is higher, in which case the latter rates shall apply. When news agents desire to return to publishers merely the head or small portions of each publication as evidence that the copy has not been sold, such portions shall be rated as third- or fourth-class matter, according to weight.

Single Sheets Sent as Proof of Insertion of Advertisements

66. Single sheets or portions thereof from any publication entered as second-class matter, sent by a publisher to an advertiser or the latter’s agent on account of and in proof of the insertion of an advertisement, shall be received and transmitted through the mails at the zone rates of postage applicable to the advertising portions of such second-class matter. Such sheets or portions of sheets shall be enclosed in unsealed envelopes or wrappers bearing in the upper left corner the name and address of the publication and the printed inscription “Advertiser’s proof copy,” and in the upper right corner a notice of entry as second-class matter, and shall be presented for mailing separately from complete copies.

Such matter shall be weighed separately, fractions of pounds being computed as full pounds in all cases, postage collected, and the weight entered separately in column 6 of receipt Form 3539.

Back Numbers and Reprints

67. Unbound back numbers of a publication may be mailed at the second-class

rates so long as the publication continues to be published as second-class matter. Copies printed from the original type, plates, or matrices may be mailed at second-class rates as back numbers, if in the case of daily publications they are printed within 1 week after date of issue, and in the case of other publications printed before the following issue. Copies printed after the periods mentioned shall be treated as reprints.

Bound back numbers and reprints shall be treated as books or as miscellaneous printed matter, according to their physical characteristics.

Sample Copies

68. Admissibility.—Sample copies, to be acceptable for mailing by publishers at the office of entry at the second-class pound rates, shall be copies sent to persons for the purpose of inducing them to subscribe for, advertise in, or become agents for the publication. Only complete and unaltered copies of regular editions as sent to subscribers shall be mailable as sample copies. Sample copies are not entitled to free-in-county circulation.

69. Marking.—Sample copies shall be plainly marked as such on the address side of the exposed part of the publication or package or wrapper. Several sample copies may be enclosed in a single wrapper to one address; or may be sent in one wrapper addressed to the post office, each paper properly folded, addressed to a patron of the office, and marked "Sample copy."

70. Number limited.—Copies addressed to the same person in excess of three times in any one calendar year shall not be accepted as "sample copies." Sample copies shall be accepted for mailing at the pound rates to the extent of not exceeding 10 percent of the total weight of copies mailed to subscribers during the calendar year. Such sample copies may be mailed at any time during the year, based on an estimate of the probable mailings to subscribers during the year as obtained from the best information at hand. For instance, a publisher of a "weekly" mailing an average of 1,000 pounds per week to subscribers would mail 52,000 pounds during the year to such subscribers, and may therefore mail sample copies to the extent of 5,200 pounds at any time during that year at the second-class pound rates. Should a publisher offer mailings as "sample copies" in excess of that percentage, the transient second-class rates shall be charged on the excess copies. Mailings of a publication (including sample copies) pending consideration of the application for admission thereof as second-class matter shall be accepted as provided in article 50 of this chapter.

71. Not mailable as sample copies.—Copies mailed by a publisher for advertising purposes under arrangements with advertisers

or others, and copies mailed by a publisher acting as an agent for an advertiser or purchaser shall not be accepted as sample copies. Copies marked "Sample copies" but not mailable as such, and copies paid for by advertisers or by others for advertising purposes, mailed by a publisher, shall be subject to the transient second-class rates. Such mailings shall not be regarded as affecting the second-class status of the publication, except that the regular mailing of large numbers of such copies may be taken to show that the publication is designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates.

72. Addressed to boxholder.—Sample copies may be mailed to boxholders with each copy addressed in the simplified manner shown in chapter IV article 45.

Supplements

73. Publishers of second-class matter may, without subjecting it to extra postage, fold within their regular issues a supplement, which in every case must be issued with the publication. The added matter must be germane to the publication which it supplements; that is to say, matter supplied in order to complete that issue but omitted for want of space or time, or for greater convenience.

74. Permissible as supplements.—Supplements shall in all cases bear the full name of the publication with which they are folded, preceded by the words "Supplement to," and also the date corresponding to the regular issue. Publications of statutes, ordinances, proceedings of public or deliberative assemblies, boards, or conventions, advertisements of tax rates, or other notices or advertisements required by law to be published, whether gratuitously or for compensation, may be mailed as supplemental matter.

Supplements shall be folded with the regular issues they purport to supplement. If mailed otherwise, postage shall be prepaid at the third- or fourth-class rate, according to their physical characteristics.

Maps, diagrams, illustrations, etc., which form a necessary part of a publication, shall be admitted, either loose or attached, as a part of the publication itself, without the words "Supplement ———."

Supplements shall not be combined with orders for subscriptions, or bills, or receipts for subscriptions.

75. Examples of matter prohibited as supplements.—Circulars, handbills, show bills, posters, and other special advertisements shall not be accepted as supplements. Advertising sheets consisting entirely of advertisements, or of a combination of literary or pictorial matter and advertisements, issued by business houses and furnished to publishers for the purpose of being circulated with second-class publications, shall

not be accepted as supplements or covers to such publications when mailed at the second-class rates of postage.

Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation of advertisements of private business, or as covers to such publications when mailed at the second-class rates of postage, shall not be accepted as supplements, even though containing literary matter.

Parts and Sections

76. Publications prepared in parts or sections.—The regular pages of publications may be prepared in parts or sections, and when so prepared, each part or section should show the same title and date of issue, and bear appropriate designations such as "Part 1," or "Section 1," and "Part 2," or "Section 2," and a statement should be printed on the first page of the first part or section showing the number of parts or sections that comprise the issue. The prohibited enclosures described in article 75 of this chapter shall not be prepared as parts or sections.

All advertisements in periodicals shall be permanently attached thereto.

77. Parts or sections purchased by publishers.—Parts or sections which are obtained by publishers for insertion in copies of their publications must be paid for by the publishers at a rate which is not nominal. Contracts which publishers desire to enter into with producers of parts or sections should be submitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, for approval. Such parts or sections must be identified with the issues with which they are inserted by title, date of issue, and part or section designation.

Matter Sent by Printer to Publisher

78. Publications entered as second-class matter shall not be accepted for mailing at the second-class rates until issued from a "known office of publication." When sent by a printer to a publisher they shall be prepaid at the third- or fourth-class rate, whichever is applicable, according to the physical characteristics of the publication and the weight of the package or parcel.

Not To Be Registered, Insured, or Sent C. O. D.

79. Second-class matter mailed at publishers' pound rates shall not be registered or sent as insured or c. o. d.

Additions to Second-Class Matter

80. Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except the following:

Name and address of addressee.

Index figures of subscription book, printed or written.

Printed title of publication and place of publication.

Name and address of publisher or sender without addition of advertisement, printed or written.

Words or figures indicating when subscription ends.

Correction of any typographical error.

A mark, except by written or printed words, to designate a word or passage to which attention is directed.

The words "Sample Copy" when sent as such.

The words "Marked Copy" when the matter contains a marked article or item.

A pledge to pay postage on undeliverable copies may be printed on wrappers.

The number of copies enclosed may be indicated upon the wrapper or face of a package.

Printed illustrations, including photographs, not in the nature of advertisements, may be pasted to the pages of a publication.

Coupons, order forms, and other matter intended for detachment and subsequent use may be included in permanently attached advertisements, or elsewhere, in newspapers and periodicals, provided they constitute only an incidental feature of such publications and are not of such character or used to such extent as to destroy the statutory characteristics of second-class publications, or to bring them within the prohibition of the law denying the second-class rates of postage to publications "designed primarily for advertising purposes," or to give to them the characteristics of books or third-class matter. Such matter occupying not more than one-half of one page shall be regarded as an incidental feature.

Enclosures With Second-Class Matter

81. Bills, receipts, and orders for subscriptions prepared in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer, and the subscription due thereon may be enclosed with second-class matter.

Bills or receipts for subscriptions may include the names of more than one publication and their regular prices, provided they are all published by the same individual or company or sent by the same news agent, and may also include any period of subscription or any number of shipments to a news agent.

Orders for subscriptions may indicate the term or period for which the subscriptions are ordered. The written or printed words or figures, or both, to indicate when the subscription will end may be placed upon the matter itself, or the wrapper, or upon the bills, receipts, or orders enclosed therewith.

Subscription blanks, otherwise conforming to these requirements, may be mailed

with second-class publications at the regular second-class rates, although printed on cardboard and arranged with a receptacle for coin, or when printed on envelopes. Envelopes, including business reply envelopes and business reply cards, are permissible enclosures in copies of publications mailed at second-class pound rates only when they are prepared with a subscription order form printed thereon and do not convey information in excess of that authorized. Such subscription order forms may show only the title of the publication, place of publication, subscription price, and the amount of the subscription due thereon.

A combination subscription order form for two or more publications is a permissible enclosure only when the publications are published by the same publishers and the order form does not contain information in excess of that authorized.

NOTE.—The words "Please exchange" and similar requests and directions relative to delivery inconsistent with these regulations shall not be permitted on the wrappers of matter mailed at the second-class rates.

Preparation for Mailing

82. Wrapping.—No newspapers shall be received to be conveyed by mail unless they are sufficiently dried and enclosed in proper wrappers. Newspapers and periodicals shall be wrapped in such manner that the wrappers can be removed and replaced without destroying them or injuring their enclosures. When envelopes are used as wrappers they shall bear in the upper left corner of the address side the name and address of the publication, and in the upper right corner a notice of its entry as second-class matter. It is desirable that this information be printed on ordinary wrappers.

All copies which cannot be handled with facility, due to small size, should be enclosed in envelopes.

Paper used for wrapping should be plain white or manila. Old newspapers or colored paper should not be used as wrappers.

Care should be taken that paste does not get on the outside of wrappers, causing them to stick together.

Heavy magazines should be wrapped singly to insure receipt in good condition. It is preferred that they be wrapped flat. The singly wrapped copies for each office should be tied in bundles (club packages) and each bundle addressed to the post office.

It is important that wrapping paper and twine used be strong enough for the purpose intended.

83. Folding.—All publications should be properly folded for separation and delivery. Postmasters shall request publishers and news agents to fold their publications to a size not larger than 9 by 12 inches when practicable.

Newspapers and light magazines should be folded. The best method is to fold to the

size of an eighth of a newspaper page, or about 5 by 12 inches, wrap separately, and combine the separately wrapped copies for each post office in a bundle addressed to that post office. If not wrapped separately they should be folded to the size of a quarter of a newspaper page, and those for the same office either rolled or wrapped flat and addressed to the post office.

84. Addressing.—All publications should be addressed in a legible hand or plain type not smaller than 10 point. When several unwrapped copies for the same post office are sent under one wrapper, each copy should bear the name and post-office address of the subscriber. The name of the post office and State should be the most prominent part of the address.

Addresses should be written or printed with black ink, or ink of some other strongly contrasting color, and if placed on address labels, wrappers, or envelopes, these should be of plain white or manila paper or paper of a very light tint. Sufficient space must be left for necessary postal endorsements.

If the Dick system or any similar method of addressing is used the strips should be printed with black ink on white or yellow paper.

The address should appear on the flat side and never on the fold of the wrapper. If it is placed on the copy it should be in such a position as to be easily and rapidly read.

Individually addressed, unfolded periodicals mailed in bundles without separate wrappers should have the addresses placed upside down in the lower right corner of the front cover page, unobstructed by any other matter appearing near thereto. The next best position on periodicals is lengthwise along the bound edge, near the top of the publication.

Individually addressed, unwrapped, folded newspapers and periodicals mailed in bundles to a post office should have the addresses at the top of the exposed portion of the copies and to the left of the last fold; that is, in the upper left corner of the publication when grasped with the right hand along the folded edge.

Each individual copy in a club package should have a complete address. If this is not done the name of the post office and State should be shown on the outside of the first copy beneath the wrapper.

85. Improperly Prepared.—Publications which are illegibly addressed and those which are improperly wrapped and folded shall be held until all other matter is distributed.

86. Copies to one address.—Individually addressed copies of a publication intended for subscribers at the same post office shall, if there are more than 5, be securely wrapped or tied in 1 package; or shall, if there are more than 30 pieces weighing a total of

15 pounds or more, be placed in a separate sack addressed to such office. Sacks containing less than that amount of mail (except bulky matter) shall not be made up, except when a direct sack is necessary to advance the mail materially, but the mail shall be securely tied in bundles, properly labeled, and included in sacks with other mail.

87. Separations required.—Second-class matter shall be enclosed in mail sacks, or other suitable receptacles, and separated to routes, States, and cities. The sacks or bundles shall be marked to show the route, State, or city and State, and also the zone when the copies are required to be separated by zones.

Publishers shall also make separate sacks or bundles of: (1) Sample copies to places within county of publication subject to postage at 1 cent a pound; (2) sample copies to places outside county of publication; (3) subscribers' copies entitled to free county circulation; (4) subscribers' copies to places within county of publication subject to postage at 1 cent a pound; and (5) subscribers' copies to places outside county of publication. Such separations of mail shall be weighed separately.

In the case of sample copies of a publication carrying advertisements subject to the zone rates of postage, the publisher shall arrange and present separately by zones, the sacks or bundles of such sample copies addressed to places outside the county of publication.

The publisher shall also arrange and present, by zones, copies addressed to subscribers outside the county of publication, except when such zone separation would interfere with their routing, or when the publisher prefers not to separate the copies, in which case he may present them without being separated by zones as provided in article 101 of this chapter.

Place of Mailing

88. Newspapers and periodicals may be mailed by the publisher as second-class matter only at the post office or post offices where entered. Such matter must be brought to the post office or such other place as is designated by the postmaster to receive it.

Publishers may deliver second-class matter, at their own expense and risk, to other post offices and trains, after postage thereon has been collected at the post office of entry, upon application filed with the postmaster at the office of entry. The postmaster shall forward the application to the Bureau of Finance, Division of Newspaper and Periodical Mail for approval.

Examination of Publications

89. Postmasters shall carefully examine mailings of publications entered at their

offices as second-class matter to ascertain whether the publishers are complying with the requirements.

Every postmaster having reason to believe that a publication passing in the mails as matter of the second class is not entitled to the second-class privileges shall report the matter promptly, with any evidence or facts in his possession tending to support such belief, to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Matter of the second class if found to contain matter subject to a higher rate of postage, shall be charged with the higher rate.

Detention of Matter Not Entitled to Second-Class Rates

90. When the postmaster at the office of mailing finds that a publisher or news agent has deposited matter for mailing at the second-class rates which in his judgment is chargeable with a higher rate by reason of illegal enclosures or additions, he shall detain the same, notify the sender, and demand of him proper postage, to be prepaid by stamps affixed to each separately addressed piece.

When the decision of the postmaster is questioned, he shall on receipt of a deposit of postage at the higher rate, dispatch the mailing as second-class matter, and submit to the Bureau of Finance, Division of Newspaper and Periodical Mail, a sample of the objectionable matter, with a full statement of the facts. Should the publication be held entitled to the second-class rates, the excess of the deposit shall be refunded. If the decision of the postmaster is sustained, the full amount of the deposit shall be sent, in ordinary stamps to the Bureau of Finance as prescribed in article 50 of this chapter.

Rates of Postage on Second-Class Matter

91. Within the county of publication:

In no case, except where the free-in-county mailing privilege is applicable, shall the postage on each individually addressed copy be less than one-eighth of 1 cent.

(1) For delivery at office of mailing having city or village letter-carrier service:

(a) By carrier: ¹

¹ The letter-carrier rates also apply to copies of publications other than weeklies when mailed at the office of entry for delivery by letter carriers at another post office where the headquarters or general business offices of the publisher are located, unless the postage chargeable at the pound rates from the office of mailing is higher, in which case such higher rates apply.

Weekly newspapers, 1 cent per pound.²
Newspapers issued more often than weekly, 1 cent per copy.

Periodicals (all publications issued less frequently than weekly):

Copies weighing 2 ounces or less, 1 cent per copy.

Copies weighing over 2 ounces, any weight, 2 cents per copy.

(b) Through post-office boxes or general delivery, and for delivery by rural or star route carriers, 1 cent per pound.²

(2) For delivery at offices having city or village letter-carrier service, other than the office of mailing, 1 cent per pound.²

(3) For delivery at all offices not having city or village letter-carrier service:

(a) If publication is printed in whole or in part in the county, one copy to each subscriber residing within the county, free.

(b) If publication is not printed in whole or in part in the county, 1 cent per pound.²

92. Outside the county of publication:³

In no case shall the postage on each individually addressed copy be less than one-eighth of 1 cent.

(1) All publications except those accepted at the special rate.⁴

The total postage computed at these rates and based on the bulk weight of each mailing shall be increased by 10 percent, beginning on April 1, 1952; by an additional 10 percent, based on these rates, beginning on April 1, 1953; and by an additional 10 percent based on these rates, beginning on April 1, 1954; except that these rates shall continue in effect with respect to any religious, educational, or scientific publication designed specifically for use in school classrooms or in religious instruction classes:

(a) Reading portion (also advertising portion when it does not exceed 5 percent of the total space, 1½ cents per pound.

² The cent-a-pound rate applies to the publications mailed by a news agent only when the publications are published within the county in which the news agent is registered. All publications which are not published within the county where mailed by the news agent are chargeable with postage at the rates applicable outside the county of publication, except copies of publications other than weeklies which are subject to the per copy rates when addressed for local delivery by letter carriers.

³ These rates apply to copies sent from the United States to Alaska, Canal Zone, Canton Island, Guam, Hawaii, Puerto Rico, Samoa, Virgin Islands, and to all other places where the United States mail service, including the Navy and Army-Air Force mail services, is in operation, the zone rates applying to the advertising portion of copies subject to the zone rates. The zone rate from the place of mailing to the port of embarkation applies to copies addressed for delivery through Navy and Army-Air Force post offices.

⁴ Where the total weight of any one edition or issue of a publication mailed to any one zone does not exceed 1 pound, the rate of postage is 1 cent for all the copies going to the same zone.

(b) Advertising portion when it exceeds 5 percent of the total space:

Zone:	Rate per pound (cents)
First and second-----	1½
Third-----	2
Fourth-----	3
Fifth-----	4
Sixth-----	5
Seventh-----	6
Eighth-----	7

(2) Special rate publications:⁴ Issued by religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organizations or associations not organized for profit and none of the net income of which inures to the benefits of any private stockholder or individual, when specifically authorized by the Department:

Reading and advertising portions, combined, 1½ cents per pound.

93. Transient second-class rate.—The rate of postage on copies of publications entered as second-class matter mailed by others than the publishers or registered news agents, sample copies mailed by the publishers in excess of the 10 per centum allowance entitled to be sent at the pound rates, and copies mailed by the publishers to persons who may not be included in the legitimate list of subscribers shall be 2 cents for the first 2 ounces and 1 cent for each additional 2 ounces or fraction thereof, except when the postage at the rates prescribed for fourth-class matter is lower, in which case the latter rates shall apply, computed on each individually addressed copy or package of unaddressed copies, and not on the bulk weight of the copies and packages.

94. Additional entry.—The 1-cent per pound rate and the free-in-county privilege do not apply to copies of publications mailed at additional entry offices outside the county of publication. Copies so mailed, including weeklies, are subject to the rates for matter addressed to points outside of the county of publication except that copies of publications other than weeklies addressed for local delivery by city or village letter carriers at additional entry offices take the per copy letter-carrier rates of 1 or 2 cents.

95. Foreign countries, except Canada.—(a) The pound rates applicable outside the county of publication apply to copies for the following-named foreign countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Spanish Guinea, Guatemala, Haiti, Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Republic of Honduras, Republic of the Philippines, Salvador (El), Spain, Spanish West Africa, Uruguay, and Venezuela, the eighth zone rate being applicable to advertising portions of publications subject to the zone rates.

The words "Postage Paid" shall be placed, preferably by printing, in the upper right corner of the address side of the envelopes or wrappers in which the copies are mailed to these countries. The words should be boxed in or underscored with a heavy line. When a number of individually addressed copies are mailed under one wrapper addressed to one place, each copy must bear these words to prevent any of them from being treated as unpaid on arrival at destination.

(b) For other foreign countries, except Canada, the rate is $1\frac{1}{2}$ cents for each 2 ounces or fraction thereof.

96. Canada.—(a) On daily newspapers issued as frequently as six times a week and mailed to bona fide subscribers in Canada by publishers or registered news agents the pound rates applicable outside the country of publication apply, the eighth zone rate being applicable to advertising portions of publications subject to the zone rate. On publications issued less frequently than six times a week the rate is 1 cent for each 4 ounces or fraction thereof, calculated on the weight of each package. Separately addressed copies intended for delivery from the same post office may be enclosed under one wrapper addressed to such post office, the postage being affixed to or indicated on the outside wrapper.

(b) Copies of the Sunday issues of daily newspapers sent to subscribers in Canada who do not subscribe for the weekday issues and copies of such issues sent to news agents in excess of the number regularly sent during the weekdays are subject to the rate of 1 cent for each 4 ounces or fraction of 4 ounces.

Collection of Postage

97. Filing of marked copy to determine postage.—The publisher shall file with the postmaster a copy of each issue, on which he shall mark the portion devoted to advertisements and that to matter other than advertisements, and show on the first page of such copy the percentage devoted to each. The term "advertisements" embraces display, classified, and all other forms of advertisements, as well as all editorial or other reading matter for the publication of which money or other valuable consideration is paid, accepted, or promised. Where the publisher has not been and is not to be compensated for the publication of editorial or other reading matter, such matter will take the rate of postage for other than advertising. In all cases where the publisher has been or is to be compensated in any form whatever, the advertising rate of postage will be charged. Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding, explicit or tacit, that a "reader" is to be given the advertiser or

his products in the publication in which the display advertisement appears are advertising within the meaning of the law. Display advertising is obvious in its character and must pay the advertisement mailing rate. When a newspaper or periodical advertises its own services or issues, or any other business of the publisher, in the form of either display advertisements or editorial or reading matter, this is advertising within the meaning of the law and shall be charged the advertisement mailing rate therefor.

When a news agent presents for mailing second-class matter subject to the zone rates, he shall submit to the postmaster a statement showing the percentage of the space in such matter devoted to advertisements and the percentage devoted to other than advertisements. Publishers should furnish this information to news agents purchasing copies of their publications in order that the agents may be able to prepare such statements.

When a reasonable number of copies of previous issues are included in a mailing of a current issue, they may be accepted and charged with postage on the basis of the percentages of advertisements and matter other than advertisements contained in the current issue, the issue forming the bulk of the mailing presented being regarded as the current issue. When such copies are presented under the provisions of article 101 of this chapter they shall be weighed with the copies of the current issue and charged with postage at the zone rates applicable to the latter.

98. Weighing.—(a) Second-class matter shall be brought for mailing to the post office, or such other place as is designated to receive it, and there weighed in bulk. In weighing second-class matter, fractions shall be treated as full pounds in all cases; for instance, $4\frac{1}{8}$ pounds shall be called 5 pounds.

(b) *Allowance for tare and weight of mail sacks.*—For the purpose of determining the amount of postage to be collected, postmasters handling second-class mail from publishers and news agents shall, in weighing such matter in bulk in mail sacks, deduct from the gross weight 3 pounds 7 ounces for the weight of each sack of the No. 1 size, 2 pounds 8 ounces for each sack of the No. 2 size, and 1 pound 12 ounces for each sack of the No. 3 size, regardless of style.

When the above weights do not apply to the sacks issued in a particular case due to an accumulation of dirt or for any other reason whereby the use of such weights would result in an overcharge or undercharge of postage, such weights should not be used; instead, the sacks should be weighed in bulk at the time they are issued and the average weight per sack so obtained should be used as the tare weight in computing the weights of mailings.

There is no limit as to size or weight of matter entered as second class.

99. Receipts for postage.—The postage on all second-class matter mailed at the pound rates shall be collected in money before the matter is dispatched. The publisher or news agents shall be given a receipt (Form 3539) showing the weight of the matter mailed and the amount collected. This receipt must be given at the time of each mailing unless the postmaster is specially authorized by the Bureau of Finance, Division of Newspaper and Periodical Mail, to give the receipt at the end of the mailing of each issue or at stated periods. At two-division plan offices the procedure for issuing receipts as outlined in chapters VII and XXIII, articles 82 and 34 respectively, shall be followed. At other first-class offices and at second-class offices forms 3541, 3541-A, 3543, and 3544 should also be used. At third- and fourth-class offices Form 3543 should be used in connection with Forms 3539 and 3551.

100. Advance deposits.—Postmasters should obtain from publishers advance deposits, sufficient to pay for more than one mailing, for which a receipt on Form 3544 shall be given. The deposit shall be charged with the amount of postage for each mailing; but if the amount on deposit is not sufficient at any time to cover the postage on the entire mailing, the excess matter shall be held until an additional deposit is made. Credit in lieu of payment of postage shall never be allowed.

Zone Analyses

101. When it is not practicable to separate the subscribers' copies by zones without disarranging or interfering with their routing, or when the publisher prefers not to do so, separation by zones shall not be required of the subscribers' copies subject to zone rates addressed to places outside the county of publication. In such case the publisher shall present to the postmaster on April 1 and October 1, or more frequently when regarded necessary or when so desired by the publisher, a statement on Form 3539-A showing the total number of copies the advertising portions of which are subject to the zone rates, to be mailed to subscribers outside the county of publication and the percentage of this number to be mailed to each zone, as derived from a careful analysis made by the publisher of his subscription records at the time the statement is submitted. The percentages given in the latest publisher's statement on Form 3539-A (which shall be retained in the files of the post office) shall be applied by the postmaster to the total weight of the subscribers' copies of each mailing subject to zone rates in order to compute the postage. The postmaster shall make periodic tests of the publisher's subscription list or records to

determine the accuracy of the percentages given by the publisher on Form 3539-A. In case a postmaster desires information with respect to the manner of making such test he should address the Bureau of Finance, Division of Newspaper and Periodical Mail, for special instructions.

Key Rate

102. Authority to use.—Where large mailings of second-class matter justify its use, permission to use the key rate method of computing pound rate postage on publications subject to the advertising zone rates may be obtained from the Bureau of Finance, Division of Newspaper and Periodical Mail.

103. How to compute key rate.—The key rate is computed on the first receipt on Form 3539 issued for each publication at the beginning of each quarter. If the publisher files a new zone analysis on Form 3539-A at any time during the quarter, a new key rate must be computed. The computation of the key rate should be verified by two employees to avoid errors in the preparation of the initial receipt. The key rate is obtained by the computation illustrated as specimen A initial receipt Form 3539.

The percentages entered in column 2 of the initial receipt are taken from the zone analysis Form 3539-A. The total number of copies of the publication addressed for delivery to all zones is also taken from Form 3539-A and is entered on the total line for column 3, division I. Each percentage is applied to the total number of copies. The number of copies obtained for each zone is entered on the corresponding line of column 3. Postage at the pound rates is computed on the number of copies to each zone. The total computed postage is divided by the total number of copies to obtain the key rate. The key rate is carried to six decimal places.

The subsequent receipts for mailings presented during the quarter or until a new zone analysis is filed during the quarter should be prepared as shown in specimen B of receipt Form 3539.

104. How to enter key rate mailings on Forms 3543 and 3551.—The total weight of each mailing subject to postage, taken from divisions I, II, and IV of Form 3539, should be entered in Form 3543 under the heading "Total pounds subscribers' copies subject to postage at pound rates."

The weights of the other than advertising portion for all zones, and of the mailings shown in divisions II and IV of Form 3539, should be entered in the appropriate columns of Form 3543. At the end of each quarter, or upon a change in the key rate, the totals in these columns must be subtracted from the total pounds of subscribers' copies subject to postage at the

SPECIMEN A

THIS RECEIPT TO BE SENT PROMPTLY AT THE END OF EACH QUARTER WITH FORM 3551 TO THE BUREAU OF FINANCE, DIVISION OF NEWSPAPER AND PERIODICAL MAIL, POST OFFICE DEPARTMENT.

B- 01

Post Office
and State
Name of Publication
or News Agent

Mayville, Maryland
Mayville Press

Date of issue July 1, 195-- Frequency Daily ex Sunday Percent advertising 65

Name of mailing Date of mailing July 1, 195-

Amt. brought fwd.
\$

Number of individually addressed copies or packages to a pound, when more than 32 to a pound

1 ZONE	2 Per- cent	3 Copies Copies	4 Total postage Postage	5 Total pounds	6 Advertising portion (--- percent of total each zone), pounds	7 Rate of postage	8 Amount of postage
1 and 2	43	71 - 2621	x 1½c = 39.31½			1½c	
3	32	87 - 1971	x 2c = 39.42			2c	
4	17	54 - 1052	x 3c = 31.56			3c	
5	2	83 - 170	x 4c = 6.80			4c	
6	2	07 - 124	x 5c = 6.20			5c	
7		63 - 38	x 6c = 2.28			6c	
8		35 - 21	x 7c = 1.47			7c	
Total all zones	100	.00 - 5997	127.04½	1530	995	.021184	21 08

$$127.045 \div 5997 = .021184$$

Reading portion (Difference between col- umn 6 and column 5), pounds	Rate of postage	Amount of postage
535	1½c	8 03
X X X	1½c	
X X X	1½c	
X X X	1c	3 00
X X X		32 11

Total mailing subject to postage (I, II, III, and IV).

V. Weight of copies to subscribers in county of publication, free of postage. (Only one copy to each actual subscriber residing in the county where the publication is printed in whole or in part, and published, may be sent free of postage.)

Received payment of postage in the amount of \$ 32 11

By , P. M.,

A receipt must be issued for each mailing whether the matter is subject to postage or free.

Form 3539

GPO

16-44120-5

SPECIMEN B

[illegible]

pound rates. The remainder is the total weight of the advertising portion subject to postage at the zone rates. The percentages in column 2 of the initial receipt should be applied to this total. The weights for each zone so obtained, plus the weight of the advertising portion of any sample copy mailings to the same zones, should be entered in the columns for zone mailings under "Advertising Portion" on Form 3543 and in columns F through L of the postmaster's quarterly newspaper and periodical statement Form 3551.

Report of Second-Class Mailings

105. At the close of each quarter postmasters who have been authorized to accept second-class mailings shall send promptly to the Bureau of Finance, Division of Newspaper and Periodical Mail, a statement on Form 3551 showing the mailings of second-class publications made by each publisher and news agent during the quarter. The amount of postage collected at the second-class pound rates, the weight of the mailings subject to postage, the weight of the free county mailings, and the amount of second-class application fees collected shall be shown on Form 3551 in accordance with the instructions thereon.

A new postmaster who takes office during a quarter shall send separate statements on Form 3551 for the mailings and fees handled by himself and for the mailings and fees handled by his predecessor during the quarter. The exact date when the change of postmasters took effect shall be furnished.

The duplicate B copies of the receipts issued during each quarter on Form 3539 for second-class pound rate postage and for second-class application fees shall be sent to the Bureau of Finance, Division of Newspaper and Periodical Mail, with the quarterly newspaper and periodical statement on Form 3551. At post offices which have two or more second-class publications a separation shall be made of the B copies for each publication. The copies for each publication shall then be arranged consecutively by the dates of their issuance and shall be made up in separate bundles. The B copies shall be cut apart, if necessary, to make this separation. The C copies of the receipts shall not be separated or cut apart, and shall be kept in order according to their serial numbers.

Controlled Circulation Publications

106. Description and rate.—Publications containing 24 pages or more issued at regular intervals of four or more times a year, 25 percent or more of whose pages are devoted to text or reading matter and not more than 75 percent to advertising matter, which are circulated free or mainly free, may, upon authorization of the Post Office

Department, be accepted for mailing at the rate of 10 cents per pound or fraction thereof, computed on the entire bulk mailed at one time, but not less than 1 cent per piece, provided the copies are made up according to States, cities, and routes. Publications owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them shall not be accepted at these rates.

107. Application for privilege.—Application to mail copies of a publication at the above rate shall be submitted in writing by the publisher through the postmaster at the office where the matter is to be mailed. The application shall set forth the name of the publication, the frequency of issue, where published, and the name of the publisher, and be accompanied with two copies of the issue nearest to the date of application. The postmaster shall send the application and one copy of the publication to the Bureau of Finance, Division of Newspaper and Periodical Mail, and pending action thereon shall accept copies of the publication for mailing under deposits of money sufficient to cover postage at the regular third- or fourth-class rates. Such deposits shall be held in trust and otherwise treated as provided in article 50 of this chapter, with respect to second-class matter, until further instructions are received from the Department.

108. Indicia to be printed in publication.—The following indicia shall be printed conspicuously on one or more of the first five pages, preferably on the first page, of each copy:

Title of the publication, which shall always be shown on the first or cover page.
Date of issue.

Frequency of issue.

Office of publication.

Subscription price, if any.

Notice of authority for acceptance as follows:

"Acceptance under Sec. 34.64, P. L. & R. authorized." Pending action on an application for acceptance of a publication hereunder, the following may be printed on the copies:

"Application is pending for acceptance under Sec. 34.64, P. L. & R."

When the publications are enclosed in envelopes or wrappers the foregoing notice must be printed or handstamped in the upper right corner of the address side.

109. Percentage of matter other than advertising.—With the first mailing of each issue of such publication the publisher shall file with the postmaster a copy thereof marked to show the matter therein devoted to other than advertising, or at least up to 25 percent of the entire publication, and endorsed

on the first page to show the percentage of such matter. Advertising in the form of textual or reading matter shall not be included in such percentage. The postmaster shall check the copy to see that it contains at least 25 percent of text that is not advertising, and that it otherwise conforms to the requirements.

110. Separations required.—Such publication shall be properly prepared and addressed and placed in mail sacks or other suitable receptacles and separated according to States, cities, and routes, in the same general manner as prescribed for second-class matter, and shall be brought for mailing to the post office or such other place as is designated to receive it. Copies not so prepared and presented shall be charged with postage at the third- or fourth-class rates. Individually addressed copies intended for the same post office shall, if there are more than five, be securely wrapped or tied in one bundle; or shall, if there are more than 30 pieces, be placed in a separate sack addressed to such office. Sacks shall not be made up containing less than that amount (except bulky matter), except where a direct sack is necessary to advance the mail materially. When not made up in sacks it shall be securely tied in properly labeled bundles and included in sacks with other mail.

111. Payment of postage.—Postage on such publications shall be paid in money before the matter is dispatched. Advance deposits may be accepted as provided in article 100 of this chapter. When such publications are presented for mailing, the copies shall be weighed and the correct amount of postage collected. The mailer shall be given a receipt on Form 3539 showing the weight of the matter mailed and the amount of postage collected. The postage shall be accounted for in A/C 016 of the quarterly postal account and in the certificate of the quarterly statement covering mailing of such publications.

112. Reports of irregularity of issue.—When a publication accepted for mailing under the foregoing provisions is not regularly issued four or more times a year, or when the copies of an issue do not contain 25 percent or more of text, the postmaster shall so report to the Bureau of Finance, Division of Newspaper and Periodical Mail.

THIRD-CLASS MATTER

113. Third-class matter includes books, circulars, and other matter wholly in print, proof sheets, corrected proof sheets and manuscript copy accompanying same, merchandise, and all otherailable matter not included in the first or second class, not exceeding 8 ounces in weight. Such matter in packages exceeding 8 ounces in weight is parcel post (fourth class).

Corrected Proof Sheets

114. Corrections in proof sheets include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors; also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that is necessary for correction. Corrections should be upon the margin of or attached to the proof sheets. Manuscript of one article cannot be enclosed with proof or corrected proof sheets of another except where postage is paid at the first-class rate.

Books and Catalogs Included in Third Class

115. Books and catalogs to be acceptable at the third-class book or catalog rate must be permanently bound in cloth or paper, have 24 or more pages, at least 22 of which are printed, and weigh not in excess of 8 ounces.

There may be enclosed with a printed book or catalog mailed at the third-class book or catalog rate—

(a) A single reply envelope or a reply post card, or both.

(b) A single order form.

(c) A loose printed circular or circular letter consisting of a single sheet not larger than approximately the size of a page of the book or catalog it accompanies.

Only such matter may appear on the reply envelope, post card, order form, circular, or circular letter as obviously relates directly and exclusively to the book or catalog, and when such relation is apparent at a glance. Under this liberal construction a short, printed circular merely calling attention to the book or catalog may be enclosed without affecting the rate.

Such loose enclosures may not bear any extraneous matter in the nature of a general sales talk or matter going into detail or quoting at length what the book or catalog itself sets forth, and may not contain any additional or special offers which are not featured in the book or catalog itself. A printed price list not exceeding the size of a page of the catalog and listing only articles featured in the catalog is a permissible enclosure, provided no other circular is enclosed. If prices are shown in the catalog itself, different prices or discounts with respect to the same articles are not permissible on the price list.

Samples of cloth or other merchandise may not be attached to or enclosed with such books and catalogs.

Circulars

116. A circular is a printed letter sent in identical terms to several persons. It may bear a typewritten, written, or hand-stamped date, name and address of sender and addresses, salutation and complimen-

tary closing, and correction of mere typographical errors. When a name other than that of the sender or addressee, date other than that of the circular, or any written matter is included in the body of the circular other than herein specified, the circular becomes first-class matter, whether sealed or unsealed.

Printed Matter

117. Printed matter is defined to be the reproduction upon paper, by any process except that of handwriting, of any words, letters, characters, figures, or images, or of any combination thereof, not having the character of an actual and personal correspondence.

Typewriting and carbon and letter-press copies shall be accepted for mailing only as first-class matter. Reproductions or imitations of handwriting and typewriting obtained by means of the printing press, mimeograph, multigraph, or similar mechanical process are treated as third- or fourth-class matter, *Provided* they are mailed at the post-office window or other depository designated by the postmaster in a minimum number of 20 identical un-

sealed copies either separately or in a bulk package; *Provided further*, such reproductions or imitations of handwriting or typewriting, clearly recognizable as such, and which are not in the form of circular letters but bound in pamphlet or book form consisting of not less than five sheets of reproduced matter and fastened with at least 2 wire stitches or staples, are also treated as third- or fourth-class matter regardless of the number of copies mailed. When not mailed in accordance with these conditions, they are subject to the first-class rate. Facsimile copies of typewriting, handwriting, and hand-stamped matter reaching the office of address prepaid at the third- or fourth-class rates shall be assumed to have been mailed in accordance with the 20-copy rule.

All letters written in point print or raised characters or on sound-reproduction records used by the blind, when unsealed, shall be transmitted through the mails as third-class matter.

Rates of Postage on Third-Class Matter

118. (a) The rates of postage on third-class matter are as follows:

	Regular rate	Bulk rate
Miscellaneous printed matter, circulars, and other matter not specially excepted.	2 cents for the first 2 ounces or fraction thereof plus 1 cent for each additional ounce or fraction thereof.	14 cents per pound, with a minimum of 1½ cents per piece. ²
Books (including catalogs) having 24 or more pages (at least 22 of which are printed), seeds, cuttings, bulbs, roots, scions, and plants. ¹	2 cents for the first 2 ounces and 1½ cents for each additional 2 ounces or fraction thereof.	10 cents per pound, with a minimum of 1½ cents per piece. ²

¹ The rate for these articles when mailed by authorized religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organizations or associations not organized for profit shall be 1½ cents for each 2 ounces or fraction thereof.

² The minimum per piece rate for the organizations named in footnote 1 shall be 1 cent.

(b) **Odd size or form.**—Pieces or packages of third-class matter, when of such size or form as to prevent ready facing and tying in bundles and requiring individual distributing throughout, are subject to a minimum charge of 3 cents each. The 3-cent minimum charge shall apply to such articles exceeding 9 inches in width or 12 inches in length or less than 2¾ inches in width or less than 4 inches in length; round, cylindrical, or other irregularly shaped pieces or packages, and those with contents, forming a hump or which are otherwise so uneven as to prevent stacking or tying in packages; and also articles in bags or which are addressed by means of tags.

Bulk Rates

119. The bulk rates are applicable only to mailings of identical pieces in quantities of at least 20 pounds or 200 pieces at one time. The postage must be prepared in money as metered or nonmetered matter, or with precanceled stamps, or the matter enclosed in Government precanceled stamped envelopes.

Matter mailed at the bulk rates shall be accepted only as ordinary mail. It cannot be registered or sent insured or c. o. d.

120. **Bulk mailing fee.**—Persons or firms desiring to mail matter at the bulk rates must pay a fee of \$10 for each calendar year or portion thereof, whether postage is prepaid by any or all of the following means: precanceled stamps, precanceled stamped envelopes, meter impressions, or under nonmetered permit indicia. No additional permit should be issued and no permit number assigned in connection with payment of the \$10 annual fee. A receipt on Form 3603 shall be issued for each fee. An alphabetical card record of fees paid shall be kept in the weighing section and at any other point where bulk mailings clear. Only one bulk mailing fee is chargeable where patrons hold active permits covering more than one method of mailing at the bulk rates. In the case of printing firms or letter shops, which print, prepare, and mail or merely address and mail third-class matter at bulk rates under their permits for

others, a \$10 fee shall be required each calendar year for each customer for whom such mailings are made. If a firm makes bulk mailings for its branches; that is, prepares and presents the matter at the post office for all of the branches under one permit, only one bulk mailing fee shall be required. However, if each branch holds a permit and presents its own mailings, each branch (individual permit holder) shall pay the \$10 bulk mailing fee.

121. Indicia.—Each separately addressed piece of matter mailed at the bulk rate shall bear the printed indicia "Sec. 34.66, P. L. & R." adjacent to the postage stamp in the upper right corner of the address side to show that the matter is being so mailed. (See chapter V for indicia required on metered and nonmetered matter.)

Each piece shall bear, in the upper left corner of the address side, the name and address of the sender, including his street or post office box number when at a letter carrier office. The sender's post office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable.

122. Separations required.—To facilitate handling such matter, the mailer shall separate and securely "tie out" all mailings, whether metered, nonmetered, or bearing precancelled stamps, into direct packages for post offices whenever there are as many as 10 pieces for any post office in any mailing, and shall separate and securely "tie out" the pieces or packages into properly labeled State packages whenever there are as many as 10 pieces or packages for any State. Mailers shall also make separations for post office stations or post office branches when they are part of the address. Any mailings presented without the separations being made as outlined shall be refused.

123. Examination.—When the postage is paid by means of precanceled stamps, each mailing shall be examined carefully to see that the proper amount of postage is affixed. When the matter is mailed as metered or nonmetered mail, it shall be examined as provided in chapter V.

124. Statement of mailing.—Each mailing of such matter shall be accompanied with a completed statement of mailing, Form 3602 for nonmetered, 3602-A for metered, and 3602-PC for precanceled stamps, signed by the sender. The back of the statement must be completed by the receiving clerks.

Hotel and Steamship Room Keys

125. Hotel and steamship room keys with fiber or metal tags securely attached and the explicit address and instructions directing the return of the key and tag indelibly stamped upon the tags may be forwarded

to the office of destination without prepayment of the postage. Upon delivery, postage at the rate of 5 cents for each 2 ounces or fraction thereof shall be collected by means of postage-due stamps attached. The third-class rate applies when the postage is prepaid.

Congressional Record

126. The rate of postage on the daily Congressional Record when mailed at Washington, D. C., as transient matter shall be 1 cent for each copy.

Permissible Additions on Third-Class Matter

127. Written.—Upon the wrapper or envelope enclosing third-class matter or upon the tag or label attached thereto, the sender may write his own name, occupation, and residence or business address, preceded by the word "From," or the words, "Please do not open until Christmas" or words to that effect; and may make marks other than written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may be placed upon the blank leaves or cover of any book a simple manuscript dedication or inscription not of the nature of a personal correspondence. Upon the wrapper or envelope or upon the tag or label attached may be printed any matter mailable as third-class matter, but there must be left on the address side at least 3½ inches of space for a legible address and necessary stamps.

It is permissible to place on the matter, or on a card enclosed therewith, a written description of contents, a serial number, and such simple inscriptions as "Merry Christmas," "Happy New Year," "With best wishes."

128. Imprints by hand stamp.—Imprints by hand stamp upon third-class matter do not affect the classification except when the added stamp is in itself personal or converts the matter to which it is added into a personal communication, as for example "Please send out," "Post up," or similar directions or requests, not a part of the address. In the latter case the mailing at one time at the post office of 20 or more identical unsealed copies shall be sufficient evidence of impersonal character to entitle the matter to the third-class rate.

129. Hand-stamped dates, etc., on cards.—Printed cards which do not conform to the requirements for post cards bearing a hand-stamped, marked, or punched date, giving information as to where the sender will call or deliver something, or when some event will occur or has occurred, are acceptable at the third-class rate when 20 or more identical unsealed copies are presented at the post office at one time. When mailed in lesser quantities they are subject to the first-class rate.

FOURTH-CLASS MATTER

Description

130. Matter of the fourth class shall weigh in excess of 8 ounces, and shall include books, circulars, and other matter wholly in print (except newspapers and periodicals entered as second-class matter), proof sheets, corrected proof sheets and manuscript copy accompanying same, merchandise (including farm and factory products), and all other mailable matter not included in the first or second class, in form or kind not likely to injure the person of any postal employee or damage the mail equipment or other mail matter, and not perishable within a period reasonably required for transportation and delivery.

Zone and Unit Numbers

131. For parcel post purposes the United States is divided into units of 30 minutes square, which form the basis of eight parcel post zones. The number of the unit in which each office is located (a branch or station being in the same unit as the main office) appears after the name of each office in the State List in the Official Postal Guide. A zone key for each unit for determining the zone of every other unit therefrom is obtainable from the Bureau of Facilities, Division of Equipment and Supplies.

How to Ascertain Parcel Post Zone

132. The State List of Post Offices in the Guide should be referred to for the name of the post office to which the parcel is to be mailed. At the right of the name is given the number of the parcel post unit in which such office is located.

This number (or the group including it) should then be located in the zone key for the office from which the parcel is to be mailed. The figure in the column opposite the line containing the number is the parcel post zone between the two offices.

Limit of Weight and Size

133. (a) Parcels mailed at a first-class post office for delivery at another first-class post office (in continental United States only):

(1) Limit of weight.—40 pounds, local, first, and second zones; 20 pounds, third through eighth zones.

(2) Limit of size.—72 inches length and girth combined.

EXCEPTIONS.—Parcels mailed on, or addressed for delivery on, a rural or star route, or parcels containing baby fowl, nursery stock, agricultural commodities (not including manufactured products thereof), or books, subject to limits of size and weight prescribed in (b) below.

(b) Parcels mailed at, or addressed for delivery to, any second-, third-, or fourth-class post office, or mailed to or from any

Army-Air Force or Fleet Post Office, or to or from any Territory or possession of the United States, including the Canal Zone and Trust Territory of the Pacific Islands;

(1) Limit of weight.—70 pounds.

(2) Limit of size.—100 inches length and girth combined.

In measuring a parcel the greatest distance in a straight line between the ends (but not around the parcel) is taken as the length, while the distance around the parcel at its thickest part is taken as its girth.

Fourth-Class Rates

134. The rates of postage on parcel post, which must be fully prepaid, are charged by the pound, according to distance or zone, a fraction of a pound to be computed as a full pound. The following table shows the postage chargeable for each zone on any parcel within the prescribed weight limit:

Weight in pounds	Local	Zone						
		1-2 Up to 150 miles	3 150 to 300 miles	4 300 to 600 miles	5 600 to 1,000 miles	6 1,000 to 1,400 miles	7 1,400 to 1,800 miles	8 Over 1,800 miles
1-----	\$0.15	\$0.17	\$0.17	\$0.19	\$0.21	\$0.23	\$0.25	\$0.27
2-----	.17	.20	.21	.24	.28	.33	.37	.41
3-----	.18	.22	.24	.29	.35	.42	.48	.55
4-----	.19	.25	.28	.34	.42	.51	.60	.69
5-----	.20	.27	.31	.38	.48	.60	.71	.83
6-----	.22	.29	.35	.43	.55	.70	.83	.97
7-----	.23	.32	.38	.48	.62	.79	.94	1.11
8-----	.24	.34	.42	.53	.69	.88	1.06	1.25
9-----	.25	.37	.45	.57	.75	.97	1.17	1.39
10-----	.27	.39	.49	.62	.82	1.07	1.29	1.53
11-----	.28	.41	.52	.67	.89	1.16	1.40	1.67
12-----	.29	.44	.56	.72	.96	1.25	1.52	1.81
13-----	.30	.46	.59	.76	1.02	1.34	1.63	1.95
14-----	.32	.49	.63	.81	1.09	1.44	1.75	2.09
15-----	.33	.51	.66	.86	1.16	1.53	1.86	2.23
16-----	.34	.53	.70	.91	1.23	1.62	1.98	2.37
17-----	.35	.56	.73	.95	1.29	1.71	2.09	2.51
18-----	.37	.58	.77	1.00	1.36	1.81	2.21	2.65
19-----	.38	.61	.80	1.05	1.43	1.90	2.32	2.79
20-----	.39	.63	.84	1.10	1.50	1.99	2.44	2.93
21-----	.40	.65	.87	1.14	1.56	2.08	2.55	3.07
22-----	.42	.68	.91	1.19	1.63	2.18	2.67	3.21
23-----	.43	.70	.94	1.24	1.70	2.27	2.78	3.35
24-----	.44	.73	.98	1.29	1.77	2.36	2.90	3.49
25-----	.45	.75	1.01	1.33	1.83	2.45	3.01	3.63
26-----	.47	.77	1.05	1.38	1.90	2.55	3.13	3.77
27-----	.48	.80	1.08	1.43	1.97	2.64	3.24	3.91
28-----	.49	.82	1.12	1.48	2.04	2.73	3.36	4.05
29-----	.50	.85	1.15	1.52	2.10	2.82	3.47	4.19
30-----	.52	.87	1.19	1.57	2.17	2.92	3.59	4.33
31-----	.53	.89	1.22	1.62	2.24	3.01	3.70	4.47
32-----	.54	.92	1.26	1.67	2.31	3.10	3.82	4.61
33-----	.55	.94	1.29	1.71	2.37	3.19	3.93	4.75
34-----	.57	.97	1.33	1.76	2.44	3.29	4.05	4.89
35-----	.58	.99	1.36	1.81	2.51	3.38	4.16	5.03
36-----	.59	1.01	1.40	1.86	2.58	3.47	4.28	5.17
37-----	.60	1.04	1.43	1.90	2.64	3.56	4.39	5.31
38-----	.62	1.06	1.47	1.95	2.71	3.66	4.51	5.45
39-----	.63	1.09	1.50	2.00	2.78	3.75	4.62	5.59
40-----	.64	1.11	1.54	2.05	2.85	3.84	4.74	5.73
41-----	.65	1.13	1.57	2.09	2.91	3.93	4.85	5.87
42-----	.67	1.16	1.61	2.14	2.98	4.03	4.97	6.01
43-----	.68	1.18	1.64	2.19	3.05	4.12	5.08	6.15
44-----	.69	1.21	1.68	2.24	3.12	4.21	5.20	6.29
45-----	.70	1.23	1.71	2.28	3.18	4.30	5.31	6.43
46-----	.72	1.25	1.75	2.33	3.25	4.40	5.43	6.57
47-----	.73	1.28	1.78	2.38	3.32	4.49	5.54	6.71
48-----	.74	1.30	1.82	2.43	3.39	4.58	5.66	6.85
49-----	.75	1.33	1.85	2.47	3.45	4.67	5.77	6.99
50-----	.77	1.35	1.89	2.52	3.52	4.77	5.89	7.13

Weight in pounds	Local	Zone						
		1-2 Up to 150 miles	3 150 to 300 miles	4 300 to 600 miles	5 600 to 1,000 miles	6 1,000 to 1,400 miles	7 1,400 to 1,800 miles	8 Over 1,800 miles
51.....	\$0.78	\$1.37	\$1.92	\$2.57	\$3.59	\$4.86	\$6.00	\$7.27
52.....	.79	1.40	1.96	2.62	3.66	4.95	6.12	7.41
53.....	.80	1.42	1.99	2.66	3.72	5.04	6.23	7.55
54.....	.82	1.45	2.03	2.71	3.79	5.14	6.35	7.69
55.....	.83	1.47	2.06	2.76	3.86	5.23	6.46	7.83
56.....	.84	1.49	2.10	2.81	3.93	5.32	6.58	7.97
57.....	.85	1.52	2.13	2.85	3.99	5.41	6.69	8.11
58.....	.87	1.54	2.17	2.90	4.06	5.51	6.81	8.25
59.....	.88	1.57	2.20	2.95	4.13	5.60	6.92	8.39
60.....	.89	1.59	2.24	3.00	4.20	5.69	7.04	8.53
61.....	.90	1.61	2.27	3.04	4.26	5.78	7.15	8.67
62.....	.92	1.64	2.31	3.09	4.33	5.88	7.27	8.81
63.....	.93	1.66	2.34	3.14	4.40	5.97	7.38	8.95
64.....	.94	1.69	2.38	3.19	4.47	6.06	7.50	9.09
65.....	.95	1.71	2.41	3.23	4.53	6.15	7.61	9.23
66.....	.97	1.73	2.45	3.28	4.60	6.25	7.73	9.37
67.....	.98	1.76	2.48	3.33	4.67	6.34	7.84	9.51
68.....	.99	1.78	2.52	3.38	4.74	6.43	7.96	9.65
69.....	1.00	1.81	2.55	3.42	4.80	6.52	8.07	9.79
70.....	1.02	1.83	2.59	3.47	4.87	6.62	8.19	9.93

135. Exceptions.—In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the third-zone rate shall be charged.

Parcels weighing less than 10 pounds, measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 10-pound parcel for the zone to which addressed.

136. Local rate defined.—The local rate applies to parcels mailed:

At any post office for local delivery at that office.

At any city letter carrier office, or at any point within its delivery limits, for delivery by carriers from that office.

At any office from which a rural route starts, for delivery on such route.

At any point on a rural route for delivery thereon, or for delivery at the office from which the route starts, or for delivery on any other rural route starting from the same office.

137. Points outside continental United States.—The eighth zone rates apply: (1) Between the United States proper and Hawaii; (2) between Hawaii and Alaska; (3) between the United States and the Canal Zone; (4) to, from, or between Canton Island, Guam, Wake Island, American Samoa, Trust Territory of the Pacific, and the United States or its other possessions.

Parcels addressed for delivery through an Army-Air Force post office (A. P. O.) overseas or a Fleet Post Office (F. P. O.) are subject to the zone rate applicable between the post office where mailed and the post office at the port through which the parcels are addressed. (This does not apply to air parcel post. See article 19 (b) of this chapter.)

138. Gold between points in Alaska and the United States.—The rate of postage on gold coin, gold bullion, and gold dust between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, shall be 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust shall be enclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

Permissible Additions to Fourth-Class Matter

139. There may be attached to or enclosed with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles enclosed, together with inscriptions indicating, for purpose of description, the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman or of the person by whom the articles were packed or checked. The written additions permissible on third-class matter are likewise permissible on matter of the fourth class. (See art. 127 of this chapter.)

Books

140. The rate of postage on books of 24 or more pages, at least 22 of which are printed, permanently bound for preservation and consisting wholly of reading matter or reading matter with incidental blank spaces for students' notations and containing no advertising matter other than incidental announcements of books and when in parcels not exceeding 70 pounds in weight, is 8 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof. (See art. 115 of this chapter for books and catalogs acceptable at third-class rates.)

Acceptance at the above rate of books with incidental blank spaces applies only to textbooks which are intended for students and which do not have more than one-half, preferably less than half, of the total number of pages prepared with blank spaces or ruled lines for the insertion of students' notations. This rate does not apply after such notations are made in the books.

All parcels of books mailed at this rate should be endorsed by the mailers "Book" or "Books."

141. Permissible enclosures with books.—A reply envelope; post card; a single order form; a single sheet not larger than approximately the size of a page, relating exclusively to the book with which enclosed; and an invoice showing the price of the book may be enclosed with books mailed at the special book rate.

Incidental announcements of books, whether appearing in the books themselves or in the form of loose circular enclosures not weighing in excess of one and one-third ounces, are permissible in addition to the above enclosures without affecting the postage chargeable at that rate, such postage to be computed on the full weight of each parcel. However, loose enclosures of this kind weighing in excess of one and one-third ounces and other circulars or printed matter such as folders, pamphlets, calendars, and catalogs, which are not otherwise permissible, may be enclosed, provided a permit is obtained and postage on such enclosures is paid at the regular third-class rate in addition to the postage on the books themselves. In authorizing these enclosures, it is contemplated that they shall be merely incidental, in no case exceeding eight ounces. The wrapper of the parcel in such case should bear a printed or hand-stamped endorsement in the following form:

“Additional Postage at the Third-Class Rate Paid for Enclosures. New York, N. Y., Permit No. 1.”

Each patron desiring to mail such enclosures with books should obtain a permit for this privilege, the permits being numbered consecutively, for which no fee shall be charged, unless it is desired to mail the matter under a nonmetered permit, and the patron has no such permit, in which event the regular \$10 application fee shall be charged.

Library Books

142. Books of 24 pages or more, at least 22 of which are printed, consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, when sent by public libraries, organizations, or associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, as a service to county or other unit libraries or as a loan to readers or when returned by the latter libraries or readers to such public libraries, organizations, or associations, shall be charged with postage at the rate of 4 cents for the first pound or fraction thereof, plus 1 cent for each additional pound or fraction thereof, except that the third- or fourth-class rates shall apply where the postage at such rate is lower than at the library book rate. This special rate for library books applies only to books addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed. Parcels of such books when mailed by or returned to an authorized library, or organization, or association, shall bear over the return card of the sender in the upper left corner of the address side

an endorsement reading “Contents: Books. Mailed under sec. 34.83, P. L. & R.”

When any public library, organization, or association desires to mail books at the special rate of postage they shall first submit to the Bureau of Finance, Division of Letter and Miscellaneous Mail, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, bylaws, etc., to establish that the library, organization, or association is not organized for profit and none of its income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing at the special library book rates until such evidence has been furnished and the request of the applicant has been approved.

Catalogs

143. Catalogs and similar printed advertising matter of the fourth class in bound form having 24 or more pages at least 22 of which are printed and weighing more than 8 ounces but not exceeding 10 pounds, and individually addressed, shall be subject to the following postage rates based on the parcel-post zones:

Pounds	Zone							
	Local	1 and 2	3	4	5	6	7	8
	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.
1-----	10	11	12	13	15	16	17	18
2-----	11½	13½	15	17	20½	23	26	29
3-----	13	16	18	21	26	30	35	40
4-----	14½	18½	21	25	31½	37	44	51
5-----	16	21	24	29	37	44	53	62
6-----	17½	23½	27	33	42½	51	62	73
7-----	19	26	30	37	48	58	71	84
8-----	20½	28½	33	41	53½	65	80	95
9-----	22	31	36	45	59	72	89	106
10-----	23½	33½	39	49	64½	79	98	117

In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the rate is the same as for the third zone.

The above rates apply only when each catalog is individually addressed. They do not apply to catalogs which are sold, or show a sale price or to parcels containing a number of identical pieces sent to one address, nor to packages weighing 8 ounces or less. In the latter instance the third-class rates apply.

It is permissible to include with catalogs mailed at these rates the usual incidental enclosures, such as order forms, reply envelopes, loose circulars, etc.

Matter mailed at these rates must be clearly endorsed “Sec. 34.77, P. L. & R.”

FREE MATTER IN THE MAILS

Franked Matter

144. Franked matter is matter sent by

designated persons and admitted to the mails free of postage under certain conditions. Those persons and conditions are listed in the following table:

Persons authorized to use the frank	Matter which may be franked	Required indicia	Period during which the frank may be used
Vice President of the United States, Members of and Delegates to Congress, Resident Commissioners, Secretary of the Senate, Clerk of the House.	Public documents printed by order of Congress.	The words "Public Document—Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until June 30 following expiration of their respective terms of office.
Members of and Delegates to Congress and Resident Commissioners.	Congressional Record or any part thereof, or speeches or reports contained therein.	The words "Part of Congressional Record—Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	During term of office only.
Secretary of Agriculture, Members of and Delegates to Congress.	Seeds and agricultural reports emanating from the Department of Agriculture.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until 9 months following the expiration of their respective terms of office.
Vice President of the United States, Members and Members-elect of and Delegates and Delegates-elect to Congress, and Resident Commissioners.	Official correspondence not exceeding 4 ounces in weight.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until December 1 following expiration of their respective terms of office.
Vice President, Members and Members-elect of and Delegates and Delegates-elect to Congress, and Resident Commissioners.	Official correspondence when addressed to a Government official by title may exceed 4 ounces in weight, but must not exceed 4 pounds.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until December 1 following expiration of their respective terms of office.
Widows of former Presidents of the United States.	All mail matter-----	Written autograph signature or facsimile thereof in upper right corner of address side.	Life.

145. *Matter which may be franked.*—Only such matter as is admissible to the mails as ordinary mail shall be mailed under the frank.

146. *Forwarding franked matter.*—All franked matter shall be forwarded like any other, but when once delivered to the addressee may not be remailed unless properly franked again. A bulk package of franked articles may be sent by a person entitled to the franking privilege to one addressee, who on receiving and opening the package may on behalf of such person place addresses on the franked articles and remail them to the respective addresses.

147. *Forgery or misuse of frank.*—When any person is suspected of being guilty or known to be guilty of forging or misusing the frank, the fact shall be promptly reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail. No letter bearing the frank shall be detained on the mere suspicion that the frank is forged or misused.

Diplomatic Mail

148. Correspondence of the members of the diplomatic corps of the countries of the Postal Union of the Americas and Spain may be sent free of postage in the domestic mails; as may also the official correspondence exchanged between the consulates of such of these countries as have put this provision into effect in their own countries, and that which they address to the Government of the United States (see current Official Postal Guide, Part II, for list of these countries), and that exchanged with their respective embassies and legations, whenever reciprocity exists. These provisions shall not apply to merchandise (fourth class) or to matter other than written or printed correspondence within the usual meaning of that term. Such correspondence shall not exceed 4 pounds in weight.

149. *Indicia required.*—The envelopes, labels, etc., covering correspondence of the

Diplomatic Corps mailed under the provisions of the preceding paragraph shall show in the upper left corner of the address side the name of the ambassador or the minister, or the name of the embassy or legation, as the case may be, together with the post office address; and in the upper right corner of the address side shall appear the inscription "Diplomatic mail" over the word "Free." The official correspondence of consulates mailed under the same provisions shall show over the words "Official correspondence" in the upper left corner of the address side the name and address of the consul or consulate, as the case may be, as well as the name of the country represented; and shall show in the upper right corner of the address side the inscription "Consular mail" over the word "Free." The inscriptions mentioned in this article may be written, handstamped, or printed on the matter.

Official Matter (Penalty Mail)

150. Any letters, packages, or other mail matter of the executive and judicial departments and agencies of the United States Government, when relating exclusively to the business of the Government of the United States, shall be transmitted through the mails free of postage, except as provided in article 152 of this chapter. All such matter shall bear in the upper left corner of the address side the name of the department and bureau over the words "Official business," and in the upper right corner the penalty clause, in print. (See current *Official POSTAL GUIDE*, Part II, for list of countries to which penalty mail may be sent free.)

151. Use of penalty envelopes and labels.—Correspondence of persons not officers writing to the executive departments or to officers of the United States concerning the business of the writers with the Government shall not be accepted for mailing free in penalty envelopes. Officers authorized to use such envelopes shall not furnish them for use to bidders, or to contractors with the Government, or to enable private persons or concerns to send free the reports, etc., which they are required by law to make.

Officers desiring official information from or through persons not officers may furnish penalty envelopes or labels to cover the same only with return address printed or written thereon. Where the information is to be forwarded periodically or on more than one occasion, the envelopes or labels bearing printed return address may be furnished in quantities for the transmission of such information.

The right of an officer of the United States to use the penalty envelope shall cease immediately upon his going out of office; and he shall not be permitted to use such envelopes in transmitting papers con-

nected with the settlement of his accounts or other business pertaining to the office he has vacated, except as he may receive them with requests for official information, with return address thereon, from a department or officer of the Government.

Postmasters shall not stop census matter or any mail in an official penalty envelope or under a penalty label upon the mere suspicion that the penalty envelope, label, or census endorsement is being used to cover private matter; but if they have good reason to believe that any person is using official envelopes or labels in violation of law, they shall promptly report the matter to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

152. Limit of weight.—No article or package of official matter, or number of articles or packages of official matter constituting a single shipment, exceeding 4 pounds in weight shall be admitted to the mails under the penalty privilege; except stamped paper and supplies sold or used by the postal service, and books and documents published or circulated by order of Congress when mailed by the Superintendent of Public Documents or under the franking privilege.

Other official matter which is over 4 pounds in weight, if otherwise mailable, whether sealed or unsealed, including written matter, shall, if such matter does not exceed the limit of weight or size prescribed for fourth-class matter, be accepted for mailing upon the payment of postage at the fourth-class rates. (See article 133 of this chapter.)

Reports and Bulletins of Agricultural Colleges and Experiment Stations

153. Government aided colleges.—Postmasters at offices where Government aided colleges are located shall receive from the officers thereof their annual reports addressed, one copy each, to other such colleges and to the Secretary of the Interior and the Secretary of Agriculture, and shall affix to each a penalty label or official envelope of the post office and forward them free.

154. Agricultural extension work.—(a) Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving Government aid, the Bureau of Finance, Division of Letter and Miscellaneous Mail, will authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated the correspondence, bulletins, and reports for free transmission in the mails.

(b) *Indicia required.*—In the upper left corner of the envelope or wrapper containing the correspondence, bulletins, or reports shall be printed over the words "Free—Co-

operative Agricultural Extension Work—Acts of May 8th and June 30, 1914,” the name of the agricultural college, and the name of the post office at which the matter is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter; and in the upper right corner the words “Penalty for private use to avoid payment of postage, \$300.” The designated college officer or person shall not furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

(c) *Restrictions.*—Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the law and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under these provisions. All such correspondence, etc., to be entitled to free transmission, shall be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

When in doubt as to whether any particular matter presented for mailing under the provisions of this article is entitled to be transmitted free, the postmaster shall submit a sample to the Bureau of Finance, Division of Letter and Miscellaneous Mail, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit shall be refunded if the matter is held to be entitled to free transmission.

155. Agricultural experiment stations.—Bulletins or reports of progress published at agricultural experiment stations, one copy of which shall be sent to each newspaper in the States or Territories in which they are respectively located and to such individuals actually engaged in farming as may request the same, shall be transmitted in the mails free of postage. The annual reports of said stations shall be transmitted free to any address.

An agricultural experiment station which claims the privilege of transmitting free through the mails its bulletins, reports of progress, or annual reports, shall make application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, through the postmaster at the office where such station is located. The application shall show the date of the establishment of the station; its proper name or designation; its official organization; the names of its officers; the name of the university, college, school, or institution to which it is attached, if any; the legislation of the State or Territory providing for its establishment, and any other granting it Government aid; whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege; and also the loca-

tion of the station and the name of the post office at which the bulletins and reports will be mailed. The application shall be signed by the officer in charge of the station.

If such privilege is allowed, the postmaster will be instructed to admit such bulletins and reports to the mails free of postage. Bulletins or reports issued before the granting of the free privilege shall not be transmitted free.

Such matter may be enclosed in envelopes or wrappers, sealed or unsealed. In the upper left corner of the address side of every envelope, wrapper, or package, and over the words “Free-Annual Report, or Bulletin or Report of Progress,” shall be printed the name of the station and the name of the post office at which the matter is to be accepted free, followed by the name and title of the officer in charge of the station; and in the upper right corner the words “Penalty for private use to avoid payment of postage, \$300.” The designation of the bulletin or report enclosed may be shown in lieu of the words “Annual Report, or Bulletin or Report of Progress” following the word “Free.” There may also be written or printed upon the envelope or wrapper a request that the postmaster at the office of delivery notify the mailing station of the change of address of the addressee or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the matter therein.

Bulletins published by the United States Department of Agriculture, and entitled to be mailed free under the penalty envelope of that department, may also be adopted and mailed under the same provisions by agricultural experiment stations with such of their own publications as are entitled to free transmission in the mails. Also, bulletins or reports mailable free by any agricultural experiment station under these provisions may be so mailed by any other station entitled to such privilege.

If annual reports of an agricultural experiment station are printed by State authority and consist in part of matter relating to the land-grant college to which such station is attached, the entire report may be mailed free by the director of the station, provided, in his judgment, the whole consists of useful information of an agricultural character. But the reports of State agricultural departments or boards may not be adopted by agricultural experiment stations in order to secure circulation of such State reports.

Copyright Matter

156. Acceptance and dispatch.—When copies of a lecture or similar production, a dramatic or musical composition, a photographic print of a photograph, a photograph or other identifying reproduction of a work

of art or plastic work or drawing, a book (accompanied with the affidavit required by law), or a periodical publication are presented at a post office with a claim for registration of copyright, the postmaster shall dispatch the same, free of postage, under a penalty envelope or label of his office to the Register of Copyrights, Washington 25, D. C.; and when requested shall give a receipt therefor on a form furnished by the sender.

157. Copyright fee accompanying matter.—When persons presenting copyright matter for transmission free of postage to the Register of Copyrights, Washington 25, D. C., desire to have such matter and the fee for copyright registration mailed together, this may be done, provided the remittance for such fee is enclosed in an envelope addressed to the Register of Copyrights and postage is prepaid thereon at the letter rate. In such case the postmaster, after properly canceling the stamps affixed to the envelope containing the fee, shall enclose it in the penalty envelope in which the copyright matter is transmitted to the Register of Copyrights, or may enclose it in a penalty envelope attached as a label to the parcel containing the copyright matter.

158. Sent as registered mail.—Matter for copyright shall not be dispatched by registered mail without prepayment of the registry fee. When so dispatched, the sender is entitled to the usual registry receipt in addition to the receipt provided for in article 156 above. No indemnity is payable for such mail unless both postage and registry fee are paid.

Reading Matter for the Blind

159. Sent by public libraries or public institutions for the blind.—Reading matter in raised characters, or in the form of sound-reproduction records for use of the blind, containing no advertising and unsealed, when sent as a loan to blind readers by public institutions for the blind or by public libraries, or when returned by the readers to such institutions or libraries, shall be transmitted in the mails free of postage. Packages of such matter to be acceptable free of postage shall not exceed 15 pounds in weight. On the upper left corner of the envelope or wrapper containing the matter the name and address of the sender shall appear; and on the upper right corner the word "Free" over the words "Reading Matter for the Blind" or "Sound-Reproduction Records for the Blind."

160. Messages.—Letters written in point print or raised characters or on sound-reproduction records used by the blind are not included in the reading matter entitled to free transmission in the mails. Such matter when unsealed is subject to the third-class rate, except that articles weighing in excess of 8 ounces are acceptable at

the third- or fourth-class rate whichever is lower.

161. Publications free of subscription charge.—Regularly issued publications in raised characters, or on sound-reproduction records for use of the blind, which contain no advertising and for which no subscription fee is charged, shall be transmitted in the mails free of postage under the following conditions:

(a) *Application for privilege.*—Before such matter may be mailed free of postage, the publisher shall file with the local postmaster a written application therefor, accompanied with a copy of the publication. The application shall show: (1) Name of publication; (2) frequency of issue; (3) whether it contains advertisements; (4) whether a subscription fee is charged. Upon receipt of such application the postmaster shall forward it, together with a copy of the publication, to the Bureau of Finance, Division of Newspaper and Periodical Mail. Pending consideration of the application, the postmaster shall accept the publication for mailing under a deposit of money to cover the postage at the rate which otherwise would be chargeable. If the publication is admitted as free matter, the deposit shall be returned to the publisher; otherwise, it shall be treated in the manner prescribed by article 50 of this chapter.

(b) *Indicia required.*—On the first page of a publication formally entered as free matter shall be printed, in ordinary type, the following: (1) Name of publication; (2) place where published; (3) date of issue; (4) frequency of issue; and (5) the words "Entered at the post office at ----- under Sec. 37.23, P. L. & R., as free matter for the blind." In the case of a publication on sound-reproduction records, such indicia may be printed on labels affixed to the records.

162. Volumes of Holy Scriptures.—(a) Volumes of the Holy Scriptures or any part thereof, published either in raised characters or in the form of sound-reproduction records for the use of the blind, which do not contain advertisements, when furnished to a blind person free by an organization, institution, or association not conducted for profit, shall be transmitted in the mails free of postage. Such matter when furnished to a blind person at a price not greater than the cost thereof, by an organization, institution, or association not conducted for private profit, shall be transmitted in the mails at the postage rate of 1 cent for each pound or fraction thereof.

(b) *Application for privilege.*—A written application for such privilege, accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit, and that the volumes when mailed free of postage will be sent without charge to a blind person, or

when mailed at the rate of postage of 1 cent for each pound or fraction thereof will be furnished to a blind person at a price not exceeding the cost of the volumes, shall be submitted, through the postmaster at the office where it is desired to mail the matter, to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(c) *Wrapping and endorsement.*—Matter to be mailed under the above conditions shall be wrapped in such manner that it can be easily examined, and shall bear in the upper left corner of the address side of the envelope, wrapper, or address label the name and address of the sender over the words “Holy Scriptures for the Blind, act of June 7, 1924”; and in the upper right corner the word “Free” when the volumes are furnished without charge. If the volumes are being furnished to a blind person at a price not exceeding cost, stamps to cover postage at the rate of 1 cent for each pound or fraction thereof shall be affixed.

Postmasters shall not accept such matter for mailing free or at the rate of 1 cent a pound until so authorized.

163. Publications furnished at a price not exceeding cost.—(a) Regularly issued publications in raised characters, or on sound-reproduction records for the use of the blind, which contain no advertisements, when furnished to a blind person at a price not greater than the cost thereof by an organization, institution, or association not conducted for private profit, shall be transmitted in the mails at the rate of 1 cent a pound or fraction thereof.

(b) *Application for privilege.*—A written application for such privilege accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit, and that the publications when mailed at 1 cent a pound will be furnished to blind persons at a price not exceeding the cost thereof, shall be submitted through the postmaster at the office where it is desired to mail the matter, to the Bureau of Finance, Division of Letter and Miscellaneous Mail. No mailings shall be accepted until the application has been approved.

(c) *Wrapping and endorsement.*—Matter to be mailed under the above provisions shall be properly wrapped in such manner that it can be easily examined, and shall bear the words “Periodicals for the blind, act of April 15, 1937” below the name and address of the sender, which must appear in the upper left corner of the address side of the envelope, wrapper, or address label.

164. Reproducers for sound-reproduction records and other appliances.—Reproducers for sound-reproduction records for the blind, Braille writers and other appliances for the blind, or parts thereof, which are the property of State governments or subdivisions thereof, or of public libraries, or

of private agencies for the blind not conducted for private profit, or of blind individuals, when mailed by such organizations, institutions, or blind persons, shall be transmitted through the mails at 1 cent per pound or fraction thereof. Organizations, institutions, libraries, or other agencies desiring to send and receive such articles at the special rate of 1 cent per pound or fraction thereof shall furnish, through the postmaster for submission to the Bureau of Finance, Division of Letter and Miscellaneous Mail, satisfactory evidence that they are not conducted for private profit.

Parcels containing such matter must not exceed 70 pounds in weight. They shall be securely packed or wrapped, and shall bear the words

“Appliance for the Blind
Sec. 37.26, P. L. & R.”

below the name and address of the sender, which must appear in the upper left corner of the address side of the envelope, wrapper, or address label.

SPECIAL DELIVERY

Description

165. Special delivery service is the prompt handling, transportation, and delivery of mail by messenger during prescribed hours. This service shall be performed at every post office, and is applicable to all classes of mailable matter upon which the proper fee has been prepaid in addition to the regular postage. Special-delivery service does not insure safety or personal delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should also be registered or insured.

Rates

166. The rates for special delivery are as follows:

Weight	Rate in cents		
	2 pounds and under	Over 2 pounds but under 10	Over 10 pounds
First class.....	20	35	50
Other classes.....	35	45	60

Special delivery rates on air mail are chargeable according to the class of the matter being transported.

SPECIAL HANDLING SERVICE

Description

167. The payment of the required fee by affixing to fourth-class matter (parcel post),

in addition to the regular postage, a "Special handling" stamp or ordinary stamps of the required amount, entitles such matter to prompt distribution, dispatch, and the most expeditious handling and transportation practicable, but not to immediate delivery at the office of address.

The special handling charge applies to all parcels containing baby chicks, ducklings, turkeys, package bees carried outside mail bags, or baby alligators, which, because of their character, must be given special attention in handling, transportation, and delivery, as well as to other parcels which the sender indicates shall be so treated. The special handling charge does not include special delivery service.

Rates

168. The rates for special-handling service in addition to the regular postage rates are as follows:

15 cents for parcels weighing not over 2 pounds.

20 cents for parcels weighing over 2 pounds but not over 10 pounds.

25 cents for parcels weighing over 10 pounds.

Parcels originally sent as special-handling mail may be forwarded (subject to postage anew at the regular rates) as special-handling matter without requiring an additional special-handling fee.

ENCLOSING MATTER OF HIGHER CLASS WITH THAT OF LOWER CLASS

169. When matter of a higher class is enclosed with that of a lower class, the rate of postage on the entire package shall be that of the higher class matter. Persons knowingly concealing or enclosing matter of a higher class in that of a lower class to avoid payment of the proper postage, are liable to a fine of not more than one hundred dollars.

(See arts. 80 and 81, 127 to 129, and 139 of this chapter for permissible additions to second-, third-, and fourth-class matter, and art. 96 of chapter VI for postage-due charges on parcels containing unpermissible written matter.)

COMMUNICATIONS ATTACHED TO SECOND-, THIRD-, OR FOURTH-CLASS MATTER

170. When the sender desires that second-, third-, or fourth-class matter on which the proper postage is fully prepaid be accompanied with a communication or other matter of the first class, which is not a permissible enclosure at the lower rate, the communication may be placed in an envelope, which, after postage at the first-class

rate, or air mail rate in case of air parcels, has been affixed thereto, may be tied or otherwise securely attached to the address side of the parcel or package in such manner that it will not become separated therefrom or interfere with the address thereon. The envelope shall be addressed the same as the parcel. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Parcels or packages with which communications are mailed in this manner shall be treated as second-, third-, or fourth-class matter, as the case may be. Only one fee (that applicable to the parcel) is required when communications are attached to parcels sent special delivery or special handling.

When second-class matter accompanied with a communication is prepaid at publishers' second-class rates, a notice of entry as second-class matter shall be placed in the upper right corner of the address side of the package.

Properly prepaid third-class matter enclosed in unsealed envelopes endorsed "Third class" may be mailed with fully prepaid packages of second-, third-, or fourth-class matter under these conditions.

When a piece of third-class matter of no obvious value, to which is attached a letter prepaid at the first-class rate, is undeliverable, the letter shall be detached, endorsed to show that fact, and sent to the dead-letter branch. It is not permissible in the case of a combination parcel which is refused to separate the letter from the parcel and deliver the letter to the addressee.

CERTIFICATES OF MAILING

171. The postmaster at the office of mailing shall upon request furnish to the sender of domestic ordinary mail of any class a certificate of mailing, for which a charge of 1 cent shall be made for each certificate for each piece of mail described.

He shall also furnish to the sender of any domestic ordinary, registered, insured, or c. o. d. mail as many additional certificates of mailing for the same article as may be desired, upon payment of 1 cent for each additional certificate for each piece of mail described. Such certificates of mailing for registered, insured, or c. o. d. mail are not to be confused with the regular receipts issued therefor. Certificates of mailing for ordinary mail shall not show the amount of postage paid.

Uncanceled stamps to cover the charge for certificates of mailing shall be affixed to the certificates and canceled by the postmark (showing the date) of the mailing office.

The certificate of mailing (Form 3817),

or the firm mailing book when an average of three or more pieces are mailed at one time, shall be filled out by the sender. Additional certificates of mailing for registered, insured, or c. o. d. articles may be furnished by making additional copies of the firm mailing record.

When certificates of mailing are desired by patrons residing on rural routes the articles should be delivered to the rural carrier, payment being made at that time at the rate of 1 cent for each article for which a certificate is desired, in addition to the postage. The carrier will obtain certificates at the post office to which he is attached, affix stamps, cancel them by postmark, and deliver them to the senders on his next trip.

Postmasters shall keep such records as will enable them to report promptly at the close of each fiscal year the number of certificates of mailing issued.

172. Certificates for bulk mailings.—When patrons present bulk mailings of identical pieces of advertising matter of the first or third class and desire a certificate showing the total number of pieces mailed, each mailing shall be accompanied with a state-

ment prepared by the mailer on Form 3606, setting forth the information provided for thereon. After verifying the number of pieces mailed in the most practicable manner (by the weight and ratio process, canceling machine count, or otherwise), the statement shall be certified by the postmaster. Postage stamps evidencing payment of the fee for the certificate shall be affixed to the certificate and canceled, after which the certificate shall be returned to the mailer. The fee for such certificate shall be based on the number of pieces mailed, as follows:

Number of pieces:	<i>Fee</i> <i>(cents)</i>
Not exceeding 200_____	10
201 pieces to 1,000_____	15
Each additional 1,000 pieces or fraction thereof_____	3

If the nature of the matter mailed is such that the time consumed in making the count and issuing the certificate is, in any instance, longer than 30 minutes, the fee charged shall be based on the time actually consumed at the hourly rate of a substitute clerk of Grade 1. Additional (duplicate) certificates, 5 cents each.

CHAPTER IV

Mailability and Preparation for Mailing

Art.

1. Unmailable matter.
20. Packing and wrapping.

Art.

40. Addressing mail.

UNMAILABLE MATTER

Definition

1. Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails. Such matter which is wholly inadmissible to the mails is described in articles 5 to 18 of this chapter.

Certain matter which is not in itself unmailable but is liable to destroy, deface, or otherwise damage the contents of mail bags or harm the person of anyone in the Postal Service is also unmailable unless the Bureau of Transportation specifies the conditions under which such matter may be admitted to the mails. See article 4 of this chapter.

Acceptance Prohibited

2. When an article of any class is offered for mailing and it is known that it is unmailable it shall not be accepted. However, employees are prohibited from breaking the seal of any letter or package sealed against inspection in order to determine mailability.

Determining Mailability

3. *Matter wholly excluded from the mails.*—Postal employees shall not give opinions to patrons concerning the mailability of any matter described in articles 5 to 11 of this chapter. When there is doubt as to the mailability of any such matter, at either the office of mailing or the office of address for matter inadvertently dispatched from the office of mailing, it shall be withheld from dispatch or delivery and the question submitted with a sample of the matter if practicable to the Solicitor of the Post Office Department for instructions.

Matter of any class which has been withheld from dispatch or delivery pending determination of mailability and subsequently declared unmailable by the Solicitor shall be withdrawn from the mails and the sender notified that the matter is unmail-

able. The matter shall be held for a period of 10 days in the custody of the postmaster, at the end of which time it shall be disposed of as hereinafter prescribed.

4. *Harmful articles.*—The Bureau of Transportation determines what matter shall be absolutely excluded from the mails as liable to destroy, deface, or otherwise damage the contents of mail bags or harm the person of anyone in the Postal Service and what precautions shall be observed as to preparation and packing when such matter is admitted to the mails. Postmasters shall submit questions of this character to the Bureau of Transportation with a full statement of the facts necessary to a proper decision. General Superintendents, Postal Transportation Service, shall report to the Bureau of Transportation if in their judgment any matter found in the mails should be excluded therefrom and shall furnish with such report a statement of any known injuries to persons or damage to the mails caused by the admission of such matter and the reasons which lead them to anticipate danger from the continued admission thereof.

Inquiries regarding doubtful matter shall be accompanied, when possible, with a sample of the matter in question, if nonhazardous.

Manufacturers or dealers intending to mail considerable quantities of such articles should submit to the postmaster at the mailing office for approval a specimen parcel showing the manner of packing. In case of doubt the postmaster should request a ruling from the Department.

The conditions under which some harmful articles are admissible are described in the U. S. Official Postal Guide, Part I.

Description and Treatment

5. *Obscene matter.*—Obscene, lewd, lascivious, or filthy books, pamphlets, pictures, letters, writings, prints, or other publications of an indecent character; and articles or things designed, adapted, or intended for

preventing conception or producing abortion, or for any indecent or immoral use; and articles, instruments, substances, drugs, medicines, or things which are advertised or described in a manner calculated to lead persons to use or apply them for preventing conception or producing abortion, or for any indecent or immoral purpose; and written or printed cards, letters, circulars, books, pamphlets, advertisements, or notices of any kind giving information, directly or indirectly, as to where, how, from whom, or by what means any of the foregoing matters, articles, or things may be obtained or made, or where or by whom any act or operation of any kind for the procuring or producing of abortion will be done or performed, or how or by what means conception may be prevented or abortion produced; and letters, packages, or other mail matter containing any filthy, vile, or indecent thing, device, or substance; and papers, writings, advertisements, or representations that any article, instrument, substance, drug, medicine, or thing may or can be used or applied for preventing conception or producing abortion, or for any indecent or immoral purpose; and descriptions calculated to induce or incite persons to so use or apply any such article, instrument, substance, drug, medicine, or thing; are unmailable. The term "indecent" as used herein includes matter of a character tending to incite arson, murder, or assassination.

Matter which is obviously obscene shall be withdrawn from the mails at either the office of mailing, an intermediate office, or the office of address, and sent to the post office inspector in charge of the division in which the office of mailing is located, with a statement of facts.

Postmasters shall comply with so-called "Unlawful" orders issued by the Postmaster General under section 36.2a, Postal Laws and Regulations. Notices of such orders are published in The Postal Bulletin.

6. Libelous and indecent matter.—All matter otherwise mailable by law on the envelope or outside cover or wrapper of which or on any postal card upon which is written or printed or otherwise impressed or apparent any delineation, epithet, term, or language of a libelous, scurrilous, defamatory, or threatening character or calculated by the terms or manner or style of display and obviously intended to reflect injuriously upon the character or conduct of another is unmailable and shall be treated in the same manner as obscene matter.

7. Treasonable matter.—Letters, writings, circulars, postal cards, pictures, prints, engravings, photographs, newspapers, pamphlets, books, or other publications or things of any kind containing matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States

are unmailable and shall be treated in the same manner as obscene matter.

8. Lottery matter.—(a) Letters, packages, postal cards, or circulars concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and any lottery tickets or parts thereof, or papers, certificates, or instruments purporting to be or to represent tickets, chances, shares, or interests in or dependent upon the event of such lottery, gift enterprise, or scheme, and any checks, drafts, bills, money, or money orders for the purchase of tickets or parts thereof or of shares or chances in such lottery, gift enterprise, or scheme; and any newspapers, circulars, pamphlets, or publications of any kind containing any advertisement of any such lottery, gift enterprise, or scheme, or containing any list of the prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes, are unmailable.

Domestic lottery matter obviously unmailable shall be sent to the inspector in charge of the division in which the office of mailing is located with a statement of facts connected therewith, and foreign lottery matter shall be forwarded daily to the post office inspector in charge of the division in which the office of address is located. See current P. L. & R. for treatment of foreign letters suspected of containing lottery matter.

(b) *Lottery matter in transit.*—Newspapers and other publications in transit which contain lottery advertisements or lists of prizes drawn at a lottery shall be held and a report made to the Solicitor for the Post Office Department for instructions.

Matter addressed to any person or concern conducting a lottery, gift enterprise, or scheme to defraud, shall upon issuance of a "fraud order" against such person or concern by the Postmaster General, be returned to sender only by the postmaster at the office of address, endorsed "Fraudulent: Mail to this address returned by order of the Postmaster General." Notices of such orders appear in the Postal Bulletin.

9. Fraudulent and fictitious matter.—(a) *Fraudulent matter.* All matter relating to any scheme to defraud, and matter addressed to a fictitious, false, or assumed title, name, or address, or name other than the proper name of the addressee for fraudulent purposes is unmailable. After the issuance of a "fraud order" by the Postmaster General, mail addressed to the person or concern named in the fraud order shall be returned to the sender by the postmaster at the office of address, endorsed "Fraudulent: Mail to this address returned by order of the Postmaster General." If the sender is not known the mail shall be sent to the

proper dead letter or dead parcel post branch for disposition.

(b) *Fictitious matter*.—Ordinary mail addressed to fictitious persons or firms, to initials, or to no particular person or firm, or so addressed that the person or persons for whom intended cannot be identified, unless directed to be delivered at a designated place, as a post office box, street number, or in care of a person or firm within the delivery limits of the post office, shall be wrapped separately and sent to the proper dead letter or dead parcel post branch; with accompanying Form 1522 properly prepared; except that if the envelope contains the card of the sender or a request to return, such letter or package shall be returned accordingly. Fictitiously addressed mail if otherwise mailable and properly prepaid, although undeliverable, shall not be withheld from dispatch.

(c) *Suspected fictitious addresses*.—Whenever a postmaster has reason to believe that a street or number, designated place, box, or address in care of another is being used by anyone for conducting, under a fictitious address, correspondence forbidden circulation in the mails, he shall promptly report the fact and the reason for his belief to the Solicitor of the Post Office Department and await instructions, giving notice at the same time that, pending instructions from the Post Office Department, the claimant of such matter must call at the general delivery to receive it upon establishing his identity.

When it is evident that fictitious names or addresses are being used in violation of law, the postmaster upon order of the Postmaster General, shall notify the person claiming or receiving matter so addressed to appear at the post office and be identified. Upon issuance of a "fictitious order" by the Postmaster General in such instances, the postmaster shall return to the senders, with the endorsement "Fictitious," all mail so addressed.

(d) *Complaints concerning schemes to defraud*.—When a postmaster receives a complaint concerning a scheme to defraud, the complainant should be requested to prepare a detailed statement of the facts, and attach thereto all correspondence and advertising or other literature which he possesses, accompanied with the envelopes in which such evidence was transmitted through the mails, marked with the initials of the addressee for identification. The postmaster will forward the statement and the evidence to the inspector in charge of the division in which the scheme was operated. The sole purpose of the Department in investigating such cases is to determine whether criminal prosecutions should be instituted or fraud orders issued, or both. The Department does not act as intermediary in the settlement of transac-

tions involved in such cases and postmasters must not communicate with those against whom complaint is made for the purpose of having such transactions adjusted.

10. *Publications which violate copyrights granted by the United States*.—Any publication which violates any copyright granted by the United States is unmailable and if discovered, shall be withdrawn and sent to the nearest dead letter or dead parcel post branch for disposition.

11. *Matter soliciting procurement of divorces in foreign countries*.—Matter giving or offering to give information concerning where or how or through whom a divorce may be secured in a foreign country, and designed to solicit business in connection with the procurement thereof, is unmailable and should be sent to the proper dead letter branch for disposition.

12. *Intoxicating liquors*.—All spirituous, vinous, malted, fermented, or other intoxicating liquors are unmailable, and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

13. *Poisonous animals, insects and reptiles*.—Poisonous animals, insects, and reptiles are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered, but shall be destroyed and report thereof made to the post office inspector in charge of the division in which the office of mailing is located.

14. *Poisons*.—Poisons as such are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

15. *Explosives*.—Explosives having a flash point below 20° F. (Tag. closed tester), infernal machines, and articles harmful and dangerous to handle are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

16. *Insufficiently prepaid matter*.—First-class matter not prepaid one full rate (3 cents); and all other matter not fully prepaid, except business reply cards, letters in business reply envelopes, hotel and steamship room keys, and matter being forwarded

or returned under guarantee that the required postage will be paid upon delivery, is unmailable. Such matter when found in the mails shall be treated as provided in chapter VI, articles 33 to 43.

17. Overweight or oversize matter.—Matter exceeding the limit of weight or size prescribed for that class of mail is unmailable and shall not be accepted. Any such matter inadvertently reaching the office of address shall be delivered.

18. Insufficiently addressed matter.—Matter not addressed or so incorrectly, insufficiently, or illegibly addressed that its destination cannot be determined is unmailable and shall not be accepted. Any such matter found in the mails shall be treated as unclaimed or undeliverable matter as provided in chapter VI, article 44.

Sending Unmailable Matter to Dead Letter or Dead Parcel Post Branches

19. At offices of the first class daily, and at all other offices weekly, returns shall be made of unmailable matter which is required to be sent to dead letter or dead parcel post branches. Such matter shall be made up as follows: fictitious matter; obscene matter; lottery matter. Unmailable matter must not be included with returns of ordinary unclaimed matter. Every piece of such matter must be endorsed with the specific reason for its return and shall be postmarked by the sending office, care being taken not to deface the original postmark or address.

PACKING AND WRAPPING

General

20. Second-, third-, and fourth-class matter should be enclosed in unsealed envelopes, or wrapped in such manner that the contents of the packages can be easily examined. In all cases the matter must be prepared in such manner as to facilitate its handling in the mails and to prevent damage to other mail or injury to employees.

Packing and wrapping requirements for some specific articles are contained in articles 32 to 39 of this chapter. Reference should be made to the Postal Guide, Part I, for detailed instructions on packaging, containers, and closures. (See article 4 of this chapter relative to doubtful matter.)

Articles of Merchandise

21. In nailed boxes.—Fourth-class matter enclosed in boxes to which the lids are nailed or screwed may be accepted for mailing at the fourth-class rates if with reasonable effort the lids can be removed by the use of a chisel, screw driver, or other ordinary tool to permit examination of the contents.

22. In sewed bags.—A sewed bag which

upon examination is found to contain only fourth-class matter not subject to the conditions prescribed in article 4 of this chapter, shall be accepted at the fourth-class rate and marked "Examined at mailing office; contains only fourth-class mail."

23. Two or more packages mailed as one.—In order for two or more pieces or packages of fourth-class matter to be mailable as a single parcel, they shall be approximately the same size or shape or constitute parts of one article, and be securely tied, wrapped, or otherwise firmly fastened together.

24. In sealed transparent envelopes.—Seeds or other articles which from their form or nature are liable to loss or damage unless specially protected, shall, unless labeled as proprietary articles, be put up in sealed envelopes made of material sufficiently transparent to show the contents clearly without opening, and shall be accepted as third- or fourth-class mail, when packed in suitable outside containers.

25. Proprietary articles.—Proprietary articles of merchandise, such as fancy soaps, tobaccos, harmless medicinal preparations, fruits, nuts, and other farm and factory products, put up in fixed quantities by the manufacturer, producer, or shipper, for sale by himself and others, which may be sealed in such manner as to protect the articles properly but to allow examination of the package in its usual mercantile form, shall be accepted for mailing at the third- or fourth-class rates provided the parcels are labeled in printing to show the specific nature and quantity of contents, together with the name of the manufacturer, producer, or shipper.

Perishable Matter

26. Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature which decay quickly, shall be accepted only when they can be delivered before spoiling. (See ch. III, articles 165 to 168 for special handling and special delivery services.) Such articles must be enclosed in crates, boxes, baskets, or other suitable containers, so constructed as to protect the contents properly and prevent its escape therefrom. All parcels containing perishable matter shall be endorsed with the word "Perishable" on the address side directly above the name of the addressee. When necessary for safe shipment, perishable parcels shall be transported outside mail bags. Berries, fruits, and vegetables to be acceptable for mailing shall be in good dry shipping condition.

Matter Sealed Subject to Inspection

27. Third- or fourth-class matter (except circulars and miscellaneous printed matter in parcels weighing 8 ounces or less), when

enclosed in sealed parcels labeled in printing to show the nature of contents, as for example, "Contents: Merchandise—fourth-class mail," together with the printed inscription "Postmaster: This parcel may be opened for postal inspection if necessary," in connection with the return card of the sender, shall be accepted for mailing at the third- or fourth-class rate.

Matter Sealed Against Inspection

28. When any matter offered for mailing is sealed against inspection (except proprietary articles, articles in sealed transparent envelopes, or parcels sealed subject to postal inspection), or contains or bears writing not permissible, it shall be charged with postage at the first-class rate. When in doubt as to the classification, postmasters shall submit samples to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(See ch. VI, art. 96, for postage-due charges on parcels sealed against inspection.)

Inquiry as to Content and Packing

29. Parcels of fourth-class matter shall be packed so as to assure safe shipment and permit the contents to be easily examined. Before accepting a parcel for mailing, employees shall inquire as to whether any written matter or any matter of a fragile, perishable, or inflammable nature is enclosed, except where patrons mail in quantities and have been instructed by the Postal Service regarding packing and endorsement. If the response is in the negative and the parcel to all outward appearances is adequately prepared for mailing, no further inquiry as to contents or packing need be made; if in the affirmative, detailed inquiry shall be made as to contents and method of packing. Unmailable and improperly packed parcels shall not be accepted.

Domestic Overseas Mails

30. Articles addressed to or mailed in overseas APO's and FPO's, Alaska, Hawaii, Samoa, Puerto Rico, Virgin Islands of the United States, or the Canal Zone, should be packed in accordance with the requirements for international parcel post as shown in the Postal Guide, Part II. Generally, containers for overseas shipments must be more substantial than those for transmission within the continental United States. A strong fiberboard box of 275-pound test stock reinforced with strong twine has generally proved a satisfactory container provided the contents are adequately cushioned and tightly packed to prevent loosening or shifting.

Outside Mail—Acceptance and Endorsement

31. The acceptance of parcels as outside matter due to inadequate packing is not

permissible. Parcels properly prepared for mailing which require handling outside of mail bags are those which by reason of their size, weight, nature, or condition, cannot be safely handled inside of mail sacks without damaging them or other mail matter. Such parcels shall be plainly marked or labeled when necessary to show that the contents meet the requirements for handling outside of mail bags, and unless labeled as herein provided for mailing by firms, they shall be stamped "Outside Mail" by the accepting employee.

Parcels requiring handling outside of mail bags which obviously do not require the "Outside Mail" stamp or label consist in part of eggs in standard shipping crates; baby fowl in standard shipping boxes; cut flowers in standard shipping boxes; honey bees in cages; queen bees when 24 or more individual cages are fastened together to form one parcel; metal cans of liquid of 1-gallon size or larger; heavy wooden or metal cans, boxes or crates; heavy castings and machinery parts which are not boxed; brooms, tubs, pails, baskets and similar matter which is not boxed or wrapped; matter which is obviously too large or too long to go in a sack, and parcels with red or yellow caution label.

Parcels from individual mailers which should be stamped "Outside Mail" by the accepting employee consist in part of small wooden or metal boxes weighing over 10 pounds which have corners or edges which might damage other sacked mail; parcels weighing over 35 pounds; parcels containing soft fruits and berries; cut flowers not in standard shipping boxes; small exceptionally heavy parcels weighing over 15 pounds (weight per cubic foot must be over 60 pounds); fragile phonograph records with 16-inch diameter or larger; flexible phonograph records with 21-inch diameter or larger; window or picture glass, or mirror, or similar articles with a wide expanse of glass, in parcel measuring more than 15 by 19 inches (size of glass or mirror must be over 12 by 16 inches), however, this does not apply to all parcels of similar size marked "Fragile" or "Glass"; parcels containing liquids in glass containers with total content over 24 fluid ounces; parcels containing liquids in metal containers with total content of 1 gallon or more; and umbrellas and similar articles over 25 inches in length unless mailed in quantity to same destination when length must be over 30 inches. The use of the "Outside Mail" stamp does not eliminate need for the "Perishable" or "Fragile" stamps.

Parcels mentioned in the preceding paragraph requiring handling outside of mail bags but from firm mailers may be accepted if an approved label is securely attached thereto adjacent to the address. The label shall be rectangular in shape, approximately

1½ by 2½ inches in size, and the background shall be of dull red color. It shall bear in black print the inscription "Outside Mail" and, in a space provided under these words, shall be endorsed to show that the contents meet the requirements for handling outside of mail bags. The colors specified in this label (black print on a red background) shall not be used on labels which are not classed as outside matter under the regulations. The stamp "Outside Mail" mentioned in the preceding paragraph shall not be used by either firm or individual mailers.

The label "This Side Up" may be used in conjunction with the label "Outside Mail" on parcels containing liquids or other matter which would present less of a hazard to other mails if carried in a certain position.

Parcels improperly marked or labeled shall not be accepted and periodic checks shall be made of firm mailings to insure proper labeling thereof. Improper markings or labeling must be obliterated by the mailer before the parcel may be accepted.

(See ch. VI, art. 62, as to sacking and dispatch of parcels.)

32. Motion-picture film.—Flammable motion picture film bearing a yellow caution label shall be dispatched outside mail sacks. Motion picture film with safety base marked "Motion Picture Film—Not Dangerous" shall be sacked if size and weight permit. Special care must be exercised in accepting motion picture film, as the container must be in good condition and the film must be properly labeled. See the U. S. Official Postal Guide, Part I, for specifications as to packaging, labeling, and handling.

Firearms

33. Capable of being concealed on the person.—Pistols, revolvers, and other firearms (including gas and air pistols) capable of being concealed on the person are unmailable except under the conditions prescribed in this article. When any such firearms are found in the mails obviously in violation of these provisions, a report thereof shall be made to the inspector in charge of the division in which the office of mailing is located when of domestic origin, or to the inspector in charge of the division within which the parcel was found if mailed outside continental United States. The firearms shall be held intact pending receipt of further instructions. Firearms which were properly accepted but are undeliverable, shall be forwarded by official registered mail to the proper dead parcel post branch for disposition. See chapter VI, article 187, as to disposition by dead parcel post branches.

(a) *Official shipments.*—Parcels containing unloaded firearms properly prepared for mailing, addressed to any officer of the Army, Navy, Air Force, Coast Guard,

Marine Corps, or Organized Reserve Corps; to any officer of the National Guard or Militia of a State, Territory, or District; to any officer of the United States or of a State, Territory, or District whose official duty is to serve process of warrants of arrest or mittimus of commitment; to any employee of the Postal Service; to any officer or employee of an enforcement agency of the United States; or to any watchman engaged in guarding the property of the United States, or of a State, Territory, or District for use in connection with his official duty, may be accepted for mailing when offered by an authorized agent of the Federal Government, provided that such parcels bear plainly written or printed the official title and address of the sender together with the words "Official shipment." Before making delivery of any such parcel, the postmaster shall satisfy himself as to the identity of the addressee. (See art. 3 of this chapter for treatment of matter when mailability is in question.)

(b) *Shipments to military officers.*—Parcels containing unloaded firearms properly prepared for mailing addressed to any officer of the Army, Navy, Air Force, Coast Guard, Marine Corps, or Organized Reserve Corps, or to any officer of the National Guard or Militia of any State, Territory, or District of the United States may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such an officer and that the contents of the parcel are intended for his use in connection with his official duty, which affidavit shall also bear a certificate to that effect signed by his commanding officer.

(c) *Shipments to civil officers or employees.*—Parcels containing unloaded firearms properly prepared for mailing, addressed to any officer of the United States or of a State, Territory, or District whose official duty is to serve process of warrants of arrest or mittimus of commitment, or to any officer or employee of an enforcement agency of the United States may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such an officer or employee and that the contents of the parcel are intended for his use in connection with his official duty. The affidavit shall also bear a certificate to that effect, which in the case of a Federal officer or employee shall be signed by a judge of the Federal court for the judicial district in which the addressee's official services are rendered, or in the case of a State officer shall be signed by a judge of a court of record for the jurisdiction in which the addressee's official services are rendered.

(d) *Shipments to watchmen.*—Parcels

containing unloaded firearms properly prepared for mailing, addressed to a watchman engaged in guarding the property of the United States, or of a State, Territory, or District, may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such a watchman and that the contents of the parcel are intended for his use in connection with his official duty. The affidavit shall also bear a certificate to that effect signed by the chief clerk of the department, bureau, or independent branch of the Government of the United States, or of the State, Territory, or District by which such watchman is employed.

(e) *Shipments to manufacturers or dealers.*—Parcels containing unloaded firearms properly prepared for mailing may be conveyed in the mails to manufacturers of firearms or bona fide dealers therein in customary trade shipments, including such articles for repairs or replacement of parts, from one to the other. At the time such a parcel is presented for mailing there shall be filed with the postmaster a statement signed by the sender that he is such a manufacturer or bona fide dealer and that the parcels are customary trade shipments or contain such articles for repairs or replacement of parts, and that to the best of his knowledge and belief the addressee is such a manufacturer or bona fide dealer. If satisfied that the sender is such a manufacturer or bona fide dealer, the postmaster shall accept the parcel for mailing. Before making delivery of any such parcel the postmaster at the office of address shall satisfy himself that the addressee is a manufacturer of firearms or a bona fide dealer therein.

(f) *Required marking on parcels.*—All parcels containing unloaded firearms capable of being concealed on the person shall be plainly marked by the sender—

FIREARMS

For -----

(State excepted class)

Postmasters see Section 36.12, P. L. & R.

The word "Firearms" shall be bold gothic (block) letters not less than 36 point (about one-half inch high and of corresponding width). The particular class of persons to which the addressee belongs authorized by the law to receive firearms through the mails shall be indicated by inserting on the blank line under "Firearms" words descriptive of his official position or business, such as "Army officer," "Manufacturer," "Bona fide dealer," as the case may be.

(g) *Shipments to F. B. I.*—Parcels containing unloaded firearms properly prepared for mailing, addressed for delivery to the Federal Bureau of Investigation, Washington, D. C., or the Director thereof, may be accepted for mailing without re-

quiring the sender to file the affidavit and certificate prescribed in subparagraph (c).

(h) *Treatment at office of delivery.*—The postmaster at the office of delivery shall require the addressee of any parcel covered by this article to call at the post office and establish his identity as such addressee to the satisfaction of the postmaster. The parcel may then be delivered. A receipt therefor shall be taken and retained in the files of the delivering post office for not less than 3 years.

34. Guns.—Loaded firearms, cartridges, loaded shells, or shells containing a firing cap are unmailable. However, unloaded rifles or shotguns shall be accepted only when the accepting clerk is satisfied that they are harmless and that they are packed as follows:

Guns must be adequately packed so as to provide individual cushioning for each part and positive separation of the loose wood and metal parts. All wood parts should be wrapped with corrugated fiberboard and tied securely before adding the cushioning material to keep the pieces apart. The shipping carton must be of sufficient strength to protect the contents from the weight of other mails. A strong corrugated fiberboard carton with an inner liner of the same material with corrugations running at right angles to the corrugations in the shipping carton to protect the wood of the gun is satisfactory. The wood stock must also be protected against damage by shock or dropping by the use of adequate cushioning material or by air space formed by corrugated molds or pads. Rifles or shotguns which are not knocked down must be adequately cushioned to prevent shifting and packed in an exceptionally strong shipping carton, care being taken to see that the ends are properly cushioned, especially the stock end.

Medicines

35. Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property shall be admitted to the domestic mails when properly packed: *Provided*, That the term "medicines" shall not be construed to mean poisons, and that the article mailed bears the label or superscription of the manufacturer or dealer, or of the licensed physician, surgeon, dentist, pharmacist, druggist, or veterinarian preparing or prescribing the same.

Poisonous Drugs

36. Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unmailable, if securely packed for safe transmission shall be admitted to the domes-

tic mails when sent by the manufacturer or dealer to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians, addressed as such. The container must be plainly labeled to show its contents and be marked "Poison," and must bear the label or superscription of the manufacturer.

Insecticides, Fungicides, and Germicides

37. Insecticides, fungicides, and germicides not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable, shall be admitted to the domestic mails when securely packed for safe transmission; provided that the inside container is plainly labeled to show its contents, is also marked "Poisonous Composition," and bears the label or superscription of the manufacturer.

Insecticides, fungicides, and germicides, when accepted for mailing, must be in inside containers of metal, glass or fiber cans or boxes, and in outside containers of metal, wood, or fiberboard, tightly closed and securely fastened. When in liquid form, the inside container must not only be surrounded with sufficient absorbent material to absorb all the liquid if container be broken, but must also be packed in cushioning material. (Excelsior is not considered an absorbent.) When the contents are in solid or powdered form, the inside container must be surrounded with cushioning material.

Poisoned seed used as mouse bait and similar preparations, containing not more than 0.75 percent strychnine sulphate and not containing other nonmailable substances are mailable in quantities not exceeding 24 ounces in any one parcel, provided the inside containers are labeled "Poison" with skull and crossbones and show antidote. Preparations containing 1.5 percent of strychnine sulphate, which is the maximum percentage mailable, are limited to 4 ounces in one parcel. All such parcels must be marked "Poison." Poisonous preparations for the extermination of rodents and other destructive mammals, other than those specified, are not mailable.

Eggs

38. Eggs shall be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as to protect the contents properly. Such packages shall be transported outside mail bags. All parcels containing eggs shall be plainly marked "Eggs." When necessary, they should be marked "This side up."

Eggs for hatching shall be accepted when each egg is wrapped separately and surrounded with excelsior, woodwool, or other suitable material and packed in a basket, preferably with a handle, or other suitable

container, lined with paper, fiberboard, or corrugated pasteboard. Such parcels shall be labeled "Eggs for hatching," "Keep from heat and cold," "Please handle with care," or other suitable words, and shall be handled outside mail sacks.

Live Baby Fowl

39. Live baby chicks, ducks, geese, guinea fowl, and turkeys shall be accepted for mailing except as air mail when: (1) They are presented for mailing in the original unopened hatchery box from the hatchery of origin; (2) the date and hours of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof (in the case of c. o. d. shipments made by a hatchery for the accounts of others, the name and address of the hatchery shall be prominently shown in connection with this requirement); (3) they are not over 24 hours old; (4) the box is properly ventilated and is of proper construction and strength to bear safe transmission in the mails; and (5) they can be delivered to the addressee within 60 hours from the time of hatching.

Postmasters must exercise special care to see that shipments presented by persons who do not represent the hatchery of origin meet the above requirements.

No shipments shall be accepted if delivery, in case of missed connections, should fall on a Sunday, national holiday, or the afternoon preceding a Sunday or holiday.

Shipments shall not be forwarded to the addressee from the office of original address nor returned to sender if delivery cannot be made to either the addressee or sender within 60 hours from the time of hatching.

Shipments must be confined to areas in which delivery can be effected within 60 hours from the time of hatching. Information as to the time in transit can be obtained from the District Superintendent, Postal Transportation Service. Requests for such information should be made 10 days or 2 weeks in advance when practicable. Postmasters, when using passenger schedules in computing transit time, must make allowance for possible missed connections.

Shipments to distant points, which involve making certain connections, should not be made on Friday nor in some cases on Thursday. Such shipments should be made from Saturday to Wednesday and the Thursday and Friday shipments which involve making certain connections must be limited to nearby points to insure delivery not later than Saturday morning. This also applies to shipments made prior to holidays.

Shippers should ascertain from customers residing on rural routes having less than daily service the specific days on which they are served, and must make shipments

at such times as will avoid delay in delivery.

Boxes of baby fowl of approximately the same size or shape which are securely fastened together may be accepted as a single parcel provided the size and weight limits are not exceeded.

The following rules shall be observed in handling shipments of baby fowl:

All shipments must be sent special handling or special delivery and may be insured or sent c. o. d. It is desirable that each box bear in addition to the address label on top another address label on the side or narrow end to eliminate unnecessary handling when the boxes are stacked.

Dispatch as quickly as possible and upon arrival, deliver at the first opportunity.

Do not place in mail bags or cover with other mail.

Always keep boxes right side up and as nearly level as possible.

Give all possible protection from extremes of weather.

Do not place near hot pipes, stoves or radiators, or expose to other extremes of heat or cold.

Do not change the ventilation by punching additional holes in the box. It is the duty of the shipper to provide proper ventilation.

Do not give feed or water in transit.

(See ch. VI, art. 159, as to disposition of undeliverable shipments.)

ADDRESSING MAIL

40. All mail must bear a complete, definite, and legible address, and, when intended for delivery at a letter-carrier office, should include the street and number or post office box number. The postal delivery zone number should also be included on matter addressed to cities using that system. (See chapter I, article 111.)

The words "personal" or "to be called for" and return requests and other directions as to delivery, forwarding, or return are deemed part of the address and are permissible.

Space for Address

41. Space shall be left on the address side of all mail sufficient for a legible address and for all directions permissible thereon as well as for the postage stamps, postmarking, and other necessary postal endorsements. Not less than $3\frac{1}{2}$ inches of clear space should be left for such purposes at the right end of the address side of all envelopes, folders or wrappers, however, a plain narrow border not exceeding $\frac{5}{32}$ inch in width may be placed around the outer edges thereof.

Location of Address

42. The address should be placed in the lower right portion of the face or address side of envelopes, cards, or wrappers, the

postage stamps or permit indicia indicating the amount of postage paid in the upper right corner, and the return card of the sender in the upper left corner. Unaddressed matter and matter bearing dual addresses or names of more than one post office shall not be accepted for mailing.

Return Card

43. The sender's name and complete address in the upper left corner of the address side is required on all window envelopes, on all fourth-class mail, and on all registered, insured, and c. o. d. mail, and should be so placed on all other mail.

A parcel of fourth-class matter shall not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "From." When a parcel of fourth-class matter which does not bear the name and address of the sender is found at the office of mailing and the sender is known or can be ascertained from the contents of the parcel, it shall be returned to him with the information that his name and address must be placed on it. If the sender is not known and cannot be ascertained, the parcel shall be marked "Sender unknown" and dispatched.

Use of Window Envelopes

44. "Window" envelopes, to be mailable, must be so prepared that the "window" or transparent panel through which the address on the enclosure appears, will be parallel with the length of the envelope. The window shall not occupy any space within $1\frac{3}{8}$ inches from the top, nor $\frac{3}{8}$ of an inch from the bottom or ends of the envelope, and when covered shall be as transparent and free from glaze as possible. Colored windows are not permissible.

Window envelopes must bear the return card of the sender in the upper left corner of the address side. The return card must show not only the sender's name and post office and State, but when the post office is one having letter-carrier service must also show a street address or post office box number. The mere name of a building will not suffice for a street address. Although it is preferred that the return card include the sender's name, the name may be omitted from ordinary mail bearing the post office box number and post office address. Also, if the sender is the sole occupant of the building, the street and number of such building, with post office and State, will suffice; or if the sender is the sole occupant of a particular apartment or room, the designation of the apartment or room, with the street and number of the building, post office, and State, may be used.

No printing of any kind is permissible within $\frac{3}{8}$ of an inch of the window or on any part of the envelope where it will interfere with a distinct postmark, or necessary

postal endorsements, but a plain, narrow border not exceeding approximately $\frac{5}{32}$ of an inch in width around the window is permissible. When desired, a border not exceeding this width may also be placed around the outer edges of envelopes.

The stationery used in window envelopes, or at least the portion upon which the exposed address appears, must be white or a very light tint or shade. The use of dark-colored window envelopes is not permissible. Nothing but the name and address of the addressee should appear on that part of the enclosure visible through the window. Windows for any other purpose, including windows intended to disclose illustrations, are not permissible. The enclosures must be so folded that they will not shift and thereby obscure the address in whole or in part. The address must be written clearly and boldly, in typewriting preferably, or with ink of a dense black or other strongly contrasting color. *Changes in address must not be made on the window, but may be made on the opaque portion of the envelope.*

Window envelopes not conforming to the foregoing are unmailable. (See ch. XI, art. 11, concerning window envelopes for registration.)

Matter for Delivery to Boxholder

45. When it is desired to send a piece of advertising or other matter as ordinary mail either to every rural or star route boxholder served from any post office having such deliveries, or to every post office boxholder at offices not having city carrier service, the name, box number, and route number or other local address may be omitted, provided the following requirements are met:

(a) Each piece must be addressed in either of three ways, according to the distribution desired:

Rural, star route, or post office boxholder

(Post office and State)

It is preferable that the names of the post office and State be included in the address on each piece of matter mailed under this requirement; but, when the sender so desires, such names may also be omitted, provided the word "Local" is used

instead. The packages of such pieces must be securely tied or otherwise prepared so that they will not break open and the pieces become scattered in the mails.

(b) Postage at the proper rate must be fully prepaid, in money under permit or by means of precanceled stamps, or by use of Government precanceled envelopes or postal cards.

(c) All pieces for the same post office must be put up by the mailer, so far as may be practicable, in packages of 50, each package to be labeled by means of a facing slip, as follows, according to the distribution desired:

For distribution to rural, star route, or post office boxholders:

(Post office and State)

(d) Postmasters may furnish mailers with the number of families served by rural routes emanating from their offices and deliver into each rural box a piece for each family receiving mail through the particular box. Each piece of such mail must be addressed as follows:

Rural route boxholder
(One for each family)

(Post office and State)

Matter for Delivery to Occupant

46. When it is desired to send advertising or other matter to all families in a house-to-house manner at post offices having city or village delivery service, without addressing the occupants by name, the following forms of address may be used:

Occupant
1001 Main Street

(Post Office, Zone, and State)

Householder
1001 Main Street
Local (include zone number)

In the case of apartment houses the street name and number as well as the apartment number must be shown. Postage on such matter shall be prepaid in the same manner as prescribed in article 45 (b) of this chapter.

CHAPTER V

Mailing Matter Without Stamps Affixed

Art.

1. Authority for acceptance.
3. Metered mail.

Art.

19. Nonmetered mail.
32. State Employment Security mailings.

AUTHORITY FOR ACCEPTANCE

1. Matter of any class may be mailed without stamps affixed, the postage being paid in money under permit. Constant attention must be given to the handling of permit matter and funds to assure collection of the proper postage and to properly safeguard the postal revenues. The Bureau of Finance, Division of Letter and Miscellaneous Mail, authorizes postmasters to issue permits for mailing matter without stamps affixed and also issues instructions relative to the handling of such mail and the funds derived therefrom.

Postmasters who have not been authorized to accept such mail shall, when a patron desires to make use of the privilege, request such authority. No mail should be accepted until authority and instructions have been received. (See chapter III, articles 25 to 112, for second-class matter.)

Instructions to Larger Offices

2. Postmasters at offices operating under the two-division plan shall observe the special instructions contained in chapters VII and XXIII for the treatment of metered and nonmetered mail and the funds derived therefrom, in each instance where they differ from the general instructions in this chapter.

METERED MAIL

Definition

3. Metered mail is matter on which the required postage is printed by a postage meter approved for this purpose by the Department. Metered mail may be of any class and is entitled to all the privileges and subject to all the conditions applying to matter mailed with stamps affixed, except as stated herein.

Postage Meters

4. A postage meter is a device embodying a complete postage printing and recording mechanism which is brought to the post office by the mailer to be set for postage from time to time as required. The postage is paid for at time of setting. After the mailer has used the amount of postage so prepaid, the meter automatically locks and prevents further use. Only such devices as have been approved by the Department may be used. They shall in every instance be obtained from the person or concern to whom such approval has been given. Such person or concern shall maintain control of them and be responsible for their proper servicing and maintenance in such manner that they will operate correctly and in accordance with postal requirements. Meter devices manufactured by the following concerns have been approved:

Commercial Controls Corp. (U. S. Postal Meter Division), 640 Culver Road, Rochester 2, N. Y.

International Postal Supply Co., 634 Prospect Place, Brooklyn 16, N. Y.

National Cash Register Co., Main and K Streets, Dayton 9, Ohio.

Pitney-Bowes, Inc., 723 Pacific Street, Stamford, Conn.

Application for Permit

5. Persons or firms desiring to use meters must apply to the postmaster for a permit. The application, Form 3612, or a similar form furnished by the meter manufacturer, must specify the name and model of the meter to be used and be accompanied with a specimen impression of the indicia. The application shall be sent by the postmaster to the Bureau of Finance, Division of Letter and Miscellaneous Mail, for approval, unless prior authority has been received from the Department to issue permits and accept metered mail. No application fee is required. The postmaster will issue a permit,

Form 3601-A, in triplicate, the original to be given to the mailer, the duplicate filed in the mailing section, and the triplicate retained in the files of the finance section. At third- and fourth-class offices having no separate mailing or finance sections, the permit shall be issued in duplicate and the duplicate copy retained by the postmaster.

Setting Meters

6. Instructions on how to set the various types of meters are furnished postmasters at the time they are first authorized to issue permits. The manufacturer furnishes the postmaster with keys to the locks on the recording mechanism as well as the stylus, lead seals, and sealing device, all of which shall be sufficiently protected to prevent their use by unauthorized persons.

Meters must be brought to the main post office or designated station or branch by the permit holders or one of their own employees for setting. Postal employees shall not be sent to the offices or plants of permit holders to set meters.

Meter settings, including checking in and out of service, must be made at the main post office or at classified branches and stations designated by the postmaster. For this function postmasters shall designate only large branches or stations where there is a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, and (2) those who accept and examine metered mail. All meter settings shall be in the presence of another employee acting as witness.

When a meter is placed into service all identifying data shall be recorded on Form 3609-A, in the presence of the witness, special care being exercised to insure the recording of the proper unit denomination.

When a meter is set at a main post office a receipt Form 3603-A signed by both employees shall be issued and the settings recorded on Form 3609-A and initialed by the same employees. The original of Form 3603-A shall be handed to the meter user, the duplicate submitted with the quarterly postal account, the triplicate sent daily to the mailing section at the main post office, and the quadruplicate retained as an office record.

When a meter is set at a classified station or branch the setting shall be made in the presence of a witness by the station superintendent or an employee designated by him and both he and the witness shall sign the receipt, Form 3603-A, and record and initial the data required on Form 3609-A, which shall be kept at the point in the station or branch where the meter is set. The original of Form 3603-A shall be handed to the meter user, the duplicate shall be sent with the funds collected through the remittance unit to the postal

finance section at the main office and at the end of the quarter submitted with the quarterly postal account, the triplicate shall be sent to the mailing section at the main office, and the quadruplicate retained at the station or branch as an office record.

When a meter is checked out of service all essential data, including date, reason, and whether unused units were transferred to another meter, including the number of such meter and the number and value of units transferred, shall be recorded on Form 3609-A. The ascending and descending register readings after the meter has been adjusted for return to the meter company shall also be recorded on Form 3609-A.

When unused units transferred from another meter are included in a setting, Form 3603-A and Form 3609-A shall be so endorsed and the number and value of transferred units shown separately. The number of the meter from which the units are transferred shall be shown. When unused units are transferred from one meter to another, and no additional units are purchased, record shall be made on Form 3609-A only and appropriate notice given the mailing section.

Inquiry should be made of the users of meters which have not been set within 3 months to determine the reason for the inactivity unless the meter holder normally does not mail more frequently than once a month.

In the event a meter is inactive for a period of 6 months without satisfactory explanation, a report with comment whether the permit should be canceled shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail. To avoid as far as practicable follow-up inquiries regarding inactive meters, postmasters should urge permit holders to have meters set for an amount which normally would be exhausted in approximately 30 days.

Mailing Section Record of Settings

7. An alphabetical file of all meter permit holders and a numerical file of the numbers of all meters in use shall be maintained in a central file in the mailing section of the main office. When copies of Form 3603-A are received from the main office, stations and branches, the data (date, total amount for which the meter is set, and the total of the ascending and descending registers after setting) shall be entered on a control card for each meter. The unit difference between the previous and current recordings on the control card Form 3609-C shall be computed to determine whether the units for which set equal the amount collected. The total meter postage collections for the day as shown on copies of Forms 3603-A shall be reported independently on Form 3083 by the mailing section to the auditor or the employee per-

forming the duties of auditor. The copies of Form 3603-A shall then be filed separately by date.

Minimum Quantity and Preparation for Mailing

8. First-, third-, and fourth-class metered mail may be mailed in any quantity and need not be identical as to contents or weight. Second-class matter must be in quantities of not less than 300 pieces. Metered mail in general must be faced and tied in bundles, except when not practicable because of size, shape or weight. The several classes should be kept separate as far as possible. Special delivery and air mail should be tied out separately or on top of the bundle. Third-class matter in bulk mailed as metered mail is subject to the instructions governing such mailings.

Impressions

9. (a) *General*.—Each impression must be legible. Permit holders should be advised to keep the meter properly inked and in good condition to assure legibility. Where impressions are printed on tape, only such tape as is approved by the Department may be used. Impressions on mail must not overlap. Overlapping impressions shall not be counted in determining postage paid.

(b) *Ordinary mail*.—In the upper right corner of the address side of the envelope, address label or tag of each piece of ordinary mail, or on the label or sticker affixed thereto, must be printed the impression showing the postage paid, post office, and meter number in the form prescribed. The impression must not be obstructed by or confused with any other matter. When it is necessary to print impressions on more than one label or sticker, the circle showing the post office and date must appear

on each. The indicia on all first- and fourth-class mail and on all other classes when printed on a separate label or sticker must include the date of mailing. An hour may also be shown on first-class mail when it is presented for mailing in ample time to be dispatched at the hour shown. The date must not be shown in meter impressions on second- or third-class mail except when printed on a separate label or sticker.

(c) *Registered mail*.—Metered impressions used on registered mail shall be complete including the post office and State and date of mailing. Such impressions shall be placed only on the address side and are not to be canceled. The mail shall be backstamped in accordance with the instructions in chapter XI, article 23.

(d) *Insured and c. o. d. mail*.—Metered impressions on all matter sent as insured or c. o. d. shall include the post office and date of mailing regardless of the class of mail involved, and such mail need not be postmarked.

(e) *Impressions not to be canceled*.—Except as provided in article 11 of this chapter, meter impressions shall not be canceled or otherwise obliterated.

Samples of Meter Impressions

10. The following samples of approved meter impressions are shown so that employees may readily determine the difference between metered and nonmetered mail. Note that the initials of the manufacturer, such as P. B., C. C. C., N. C. R., etc., or the word "meter" and in all instances the serial number of the meter, appear in these impressions and do not appear in the non-metered indicia shown in article 21 of this chapter.

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Place of Mailing

11. Metered mail shall be accepted for mailing only at the post office shown in the impression and where the meter is set unless the Bureau of Finance has issued special instructions in each instance.

A meter user may furnish other persons metered cards or envelopes for reply purposes provided the cards or envelopes bear the printed address of the meter holder and the printed inscription "No postage stamp necessary—postage has been paid by," immediately above the address. Meter impressions on such cards and envelopes shall show the date on which the matter is prepared for distribution. Such metered reply cards and envelopes may be mailed at any post office and must be postmarked in the same manner as stamped mail.

Metered mail should be presented at the post office or a station thereof in order to expedite dispatch. However, first-class mail may be deposited in street or building receptacles, provided it is securely tied in bundles to prevent its becoming mixed with other mail. Permit holders should advise the postmaster of the location of the receptacles they select as depositories. Mailings of third-class matter paid at the special bulk rate must be presented at the post office. Metered mail deposited at stations and branches shall be sacked separately from other mail by classes insofar as is practicable and labeled "Metered mail" for transmission to the main office.

When expedition is necessary, the postmaster may authorize the mailer to take a few pieces of first class or air mail only direct to trains, docks, or airports. In each such instance, the mailing must be accompanied with an identification label, furnished by the mailer, showing the name of the permit holder, the date of mailing, the number of the meter, and the number of pieces of mail. Identification labels re-

ceived on such mail shall be returned to the postmaster at the office of mailing.

Statement of Register Readings

12. The mailer shall submit a completed statement of register readings, Form 3602-A, with the last mailing for each day, except that a separate statement must accompany each mailing of third-class matter mailed at the bulk rate. The statement must be carefully and completely filled out by the mailer, special attention being given to reporting the register readings accurately. The statement should be securely bound to the mail. All statements received at the main office, stations, and branches shall be sent daily to the mailing section where experienced employees shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing, taking into consideration any setting made during the interim. The ascending and descending reading on the current statement shall be totaled and the total compared daily with the total setting recorded on the control card. If the totals agree and everything appears regular the statement shall be filed. If the totals do not agree or if there is any other irregularity, the register readings shall be verified by phoning the meter user. If the totals still do not agree, the user shall be requested to bring the meter to the finance section of the main office, station or branch where set, for examination. In each such instance the postmaster shall be notified of the irregularity.

At the close of each month, or more often if desired, all statements except the last submitted, shall be removed from the daily checking file and placed in a separate file for future reference or storage.

Irregularities in the preparation of statements shall be promptly called to the attention of the permit holder and if he fails to

cooperate, the facts shall be reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a recommendation as to whether the permit should be canceled.

Examination of Mailings

13. When metered mail is received at the post office all statements of register readings shall be removed and the mail examined before being routed to distribution points to determine that:

(a) A meter number appears in the impression.

(b) The postmark is that of the mailing office.

(c) The date (and hour, if any) is correct.

(d) The matter bears a return card, if one is required, as in the case of window envelopes.

(e) It is faced and tied in bundles when practicable.

Metered mail shall not be postmarked, except when sent special delivery or special handling, or when presented for registration, in which case it must be postmarked on the back, or when it bears a wrong date or hour, in which case it shall be treated as provided in chapter VII, article 30. All irregularities in the mailing should be noted and brought to the attention of the permit holder. Distributors shall exercise the same care in detecting short-paid metered matter as is used in detecting short-paid stamped matter. The fact that matter bears a meter impression does not assure that proper postage is paid.

Verification of Mailings

14. Once each quarter, the dates of which shall be staggered, employees performing examination of metered mail shall, in addition to the daily examination set forth in article 13 of this chapter, report for verification purposes, the name of the sender and the return card and the meter number appearing in the indicia for all metered mail handled during the day, except the final mailing which is accompanied with the statement of meter readings. Mailings which are accompanied with the statement of meter readings, Form 3602-A, shall be examined to see that the meter number thereon compares with the meter number in the indicia. If any meter numbers are in the indicia on the mailing other than the number appearing on the statement of meter readings, the additional meter numbers shall be reported for verification. The purpose of this check is to detect the use of any meters which have not been registered and set at the post office.

Protection of Revenues

15. At all offices where the number of employees permits, there shall be a distinct segregation of those employees who handle

or have access to: the meter setting and accounting records; the alphabetical and numerical file of meters and the checking of statements of register readings; the acceptance and examination of metered mail. The postmaster shall see that the procedure is such as to protect the revenues.

Any apparent irregularity concerning the operation of meters, the protection of revenues therefrom, and the depositing of metered mail contrary to instructions, shall be promptly reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

Transfer of Postage

16. When the use of a meter is discontinued before all the postage for which it has been set is used, the unused amount may be transferred, without obtaining specific authority, to another approved meter for use by the same permit holder. (See art. 6 of this chapter.)

Refunds of Postage

17. (a) When complete and legible meter impressions cannot be used because of misprints, spoiled envelopes or cards, etc., an application for a refund of the postage to the extent of 90 percent of the postage value will be considered under the provisions of chapter XXII, article 74, if submitted within 30 days by the permit holder to the postmaster. Such application (which may be in the form of a letter or on a special form furnished by the meter manufacturers) should be accompanied with the complete envelopes, wrappers, or cards bearing the impressions and a list of the number of each denomination and the reason they were not used. In the event the unused impressions are due to repeated carelessness of the permit holder, refund may be refused.

(b) Postmasters should submit applications from the permit holders for refund and the impressions to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a letter covering the following:

(1) The name of the permit holder.

(2) The number of complete impressions of each denomination submitted.

(3) The correct amount to be refunded. Fractions of cents shall be resolved in favor of the Department. For example, if 90 percent of the postage value impressions amounts to \$4.187, the amount refunded should be \$4.18.

(4) A statement that the amounts have been verified by postal employees.

(5) A statement that the impressions submitted for refund have been checked with the statements of meter readings on Form 3602-A to see that they are in accord with the amount included in the readings of the register but not mailed, as shown by the mailers on such statements of mailing.

(c) Ordinarily, applications for refunds of less than \$3 should be held by the post-

master until the permit holder submits additional impressions for refunds amounting to at least \$3. However, when it becomes apparent that a total of \$3 will not be reached within 12 months, they should be submitted by the postmaster to the Bureau of Finance with an explanation and request for refund. In no case should impressions more than 1 year old be submitted by postmasters for refund.

(d) Refunds are allowed only for complete and legible impressions, printed on *COMPLETE* envelopes, stickers, etc.

(e) Refunds are made in cases where part of an impression appears on one envelope and part on another, provided they are pinned or otherwise fastened together by the permit holder in such manner as to show at a glance that they represent but a single complete impression.

(f) Refunds are not made for meter impressions on stickers or labels which have been removed from parcels to which originally affixed. In these cases, the wrappers must be submitted, or at least that portion bearing the impressions, as originally affixed, return card of the sender, name and address of the addressee and postal endorsements, if any.

(g) Meter impressions on stickers or labels which have not been affixed to wrappers, envelopes, etc., should be submitted loose.

(h) Refunds are not made for meter impressions printed directly on envelopes, etc., where the name of the post office and State has been omitted, or for meter impressions printed on stickers or labels where the name of the post office and State and date are omitted.

(i) Refunds are made for impressions on metered reply envelopes only in cases where an obviously incorrect amount of postage may have been imprinted in error.

(j) Refunds are not allowed for meter impressions on envelopes, etc., which have been dispatched from the post office of mailing in the regular course and are returned to the sender as undeliverable or as a "nixie" from another post office, endorsed "No such P. O. in State named," "Returned for better address," etc., since some service has been rendered and the failure to effect delivery to the addressees was not the fault of the postal service, but was due to the fact that such matter was incorrectly addressed by the permit holders.

(k) In cases where matter bearing meter impressions is returned to the mailer by *HIS* post office endorsed "No such P. O. in State named," "Returned for better address," "Received without contents," etc., indicating that while it was deposited in the mails, no effort was made to deliver it, refund will be authorized.

Meter impressions on envelopes of this particular type should be submitted for refund (with a statement of the facts) separately from envelopes bearing spoiled meter impressions which have not been deposited in the mails.

(l) Refunds are not made for the impressions on envelopes addressed for local delivery which are returned to the permit holders before they are dispatched from the office of mailing, if directory service has been given or if any effort has been made to deliver the matter.

Failure of Meters

18. When the printing and recording mechanism of any meter fails to record its operations correctly and properly, the use of the meter must be discontinued *immediately* and it must be delivered to the main post office or the station or branch where set to be checked out of service before correction or replacement is made.

Balances remaining in defective meters may be transferred to another meter and the defective meters turned over to the manufacturer or his agent after all essential data concerning the meter is recorded on Form 3609-A, such data to consist of the date the meter is checked out, the reason therefor, and whether unused units were transferred to another meter. The register readings after adjustment shall also be recorded on Form 3609-A.

When a meter is withdrawn from service due to some irregular condition in the operation of the registers, the postmaster should submit a report to the Bureau of Finance, Division of Letter and Miscellaneous Mail, showing the readings of the ascending and descending registers at the time the meter was last set and the readings of both registers as shown on the statements of meter readings (Form 3602-A) accompanying each subsequent mailing.

The report should also state whether the last mailings previous to the date when the defect in the meter was discovered were examined sufficiently to establish that they agreed with the statements of meter readings and also whether the postmaster is satisfied that the postage adjustment made; i. e., the amount collected or credited to the new machine, or for which refund is requested, etc., is correct. A statement from the manufacturer setting forth in detail the reason the meter failed to function properly should be submitted with the postmaster's report.

In order to have a uniform method of submitting reports and eliminate unnecessary work, the meter readings from the date of the last setting of the device to the date when the defect is discovered should be

listed in the postmaster's report in a form similar to the following:

Date	Ascending register	Descending register
May 22, 1947-----	529, 750	1, 900
May 23, 1947-----	(1)	21, 900
May 23, 1947-----	530, 673	20, 977
May 24, 1947-----	531, 470	20, 180
May 25, 1947-----	532, 259	19, 391
May 26, 1947-----	532, 814	18, 836
May 27, 1947-----	541, 973	² 14, 897

¹ Set for 20,000 units.
² Should have been 9,677.

With respect to defects when there is *no* irregular condition in the operation of the ascending and descending registers, only a general statement setting forth wherein the device failed to function will be necessary. When the postmaster can furnish this latter information without a report from the manufacturers, it will be unnecessary to submit a report from them.

When a device fails to lock out and prints impressions in excess of the number for which set, and it is necessary for the postmaster to collect additional postage, the additional amount due should be collected from the mailer in cash, converted into ordinary postage stamps of a high denomination, affixed to a sheet of paper, canceled and transmitted with the report concerning the failure of the device to function properly.

NONMETERED MAIL

Definition

19. Nonmetered mail is matter mailed without stamps affixed on which the required indicia are printed by means of a printing press or other device except a postage meter. Nonmetered matter differs from metered matter in that a nonmeter postage impression is printed on matter before the postage is paid, whereas a meter postage impression can not be printed before the postage is paid.

Metered postage is received and accounted for as revenue when the meter is set and before any mailings are made under such postage. Nonmetered postage, however, is computed and charged when the matter is presented, being covered preferably by an advance deposit, or paid at the time of mailing. It is, therefore, highly important that all nonmetered mail is properly examined, verified, accepted and the postage accounted for before it reaches any distribution point.

Nonmetered mail may be of any class and except as stated in this chapter is entitled and subject to all the privileges, rates, and

conditions applicable to mail with stamps affixed.

Application for Permit

20. Persons or firms desiring to mail non-metered matter must apply for a permit on Form 3612 to the postmaster at the office where the matter is to be mailed. A fee of \$10 must accompany each application. If the postmaster has been previously authorized to issue permits and accept non-metered matter he shall issue a permit on Form 3601. Each application shall be endorsed to show the permit number assigned, the date issued, and the quarter in which the \$10 fee is accounted for. The application shall be retained in the files of the post office permanently. A receipt on Form 3603 endorsed "Nonmetered permit fee" shall be issued for each \$10 fee. The original shall be given to the permit holder, the duplicate, together with Form 3604 after having been checked by the auditor or designated employee shall accompany the quarterly account and the triplicate retained as an office record. The \$10 fee shall be accounted for in the quarterly postal account.

If the postmaster has not been previously authorized to issue permits for nonmetered matter, he shall send the first application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, endorsed to show payment of the fee and await authority and necessary forms before issuing a permit. The \$10 fee must not be sent with the application, but shall be held in trust until authority and instructions are received.

Indicia

21. (a) *General*.—In the upper right corner of the address side of the envelope, wrapper, address label, or tag of each piece, or on a label or sticker properly affixed thereto, must be *printed* the indicia, which should be in the form and within the sizes illustrated below and of any color of sufficiently strong contrast to the paper on which printed, such indicia not to be obstructed or confused with any other matter. The indicia may be printed by a printing press, mimeograph, multigraph, addressograph, etc., provided such indicia are in the prescribed form and are not in facsimile of typewriting. The use of a hand-stamp for placing indicia on matter is not permissible, except on certain fourth-class matter, under special authority obtained from the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(b) *First-class matter*.—On first-class matter the indicia shall be printed in one of the forms A or B indicated below and approximately the same size. An hour may be shown in connection with the date when the matter is presented for mailing in ample time to be dispatched at such hour.

FORM A

	FIRST-CLASS MAIL
	U.S. POSTAGE
	PAID 3 CTS.
	PERMIT No. 1

FORM B

	U.S. POSTAGE
	PAID 3 CTS
	PERMIT 37

(c) *Second-, third-, and fourth-class matter.*—On second-, third-, and fourth-class matter the forms prescribed for first-class matter may be used by omitting the date and words “First-Class Mail,” or form C may be used, in which case the figure representing the amount paid in money should be printed from type not smaller than 14 point nor larger than

36 point and the other indicia not smaller than 10 point nor larger than 24 point. The amount of postage paid may be omitted from indicia on third-class matter mailed under section 34.66, Postal Laws and Regulations, but the inscription “Sec. 34.66, P. L. and R.,” must be included in or printed adjacent to the indicia on matter mailed under that section.

FORM C, SHOWING MINIMUM SIZE OF TYPE

U.S. POSTAGE
2c. Paid
New York, N.Y.
Permit No. 1

Sec. 34.66, P. L. and R.
U.S. POSTAGE
1c. Paid
New York, N.Y.
Permit No. 1

FORM A ON THIRD-CLASS BULK MAIL

	Sec. 34.66, P. L. & R
	U.S. POSTAGE
	PAID
	PERMIT No. 1

FORM B ON THIRD-CLASS BULK MAIL

	Sec. 34.66, P. L. & R
	U.S. POSTAGE
	PAID 1 CT.
	PERMIT 37

Protection of Revenues

22. All employees should be careful not to confuse nonmetered indicia with meter impressions. Specimens of the latter are shown in article 10 of this chapter. This is important in order that nonmetered mail will not be treated as metered mail with a resultant loss of revenue.

Employees should be familiar with the procedure for handling nonmetered mail and those on mailing platforms, facing tables, and bulk windows, must be alert constantly to detect such originating mail and see that it is routed to the weighing section for proper treatment. See chapters VII and XXIII as to treatment of nonmetered mail and funds at two-division plan offices.

Return Card

23. Each piece should bear in the upper left corner of the address side, the name and address of the sender, including his street or post-office box number when at a letter-carrier office. On ordinary mail the sender's post-office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable.

Minimum Quantity

24. Mailings of nonmetered matter must consist of identical pieces in minimum quantities as follows:

First class: 300 pieces.

Second class transient: 300 pieces.

Third class: 300 pieces, except that third-class matter mailed under the bulk rates must consist of not less than either 20 pounds or 200 pieces.

Fourth class: 250 pieces.

Separation

25. To facilitate the handling of such matter in the mails, the mailer must in all cases face the matter, and in the case of matter of the second-, third-, or fourth-class must comply with requests of the postmaster for the separation thereof into States, cities, etc. Matter of the first class should, as a means of cooperation, also be so separated by the mailer in cases where this is practicable, and such separation will expedite its handling and dispatch.

The pieces comprising a mailing of first-class matter must be separated according to postage paid, i. e., those subject to 3 cents each to be in one lot, those subject to 6 cents each in another lot, and so on.

Place of Mailing

26. Nonmetered permit matter is mailable only at the post office that issues the permit, the name of which appears in the indicia. The postmaster shall designate a

point at the main office or station thereof where nonmetered mail may be deposited and such mail must not be accepted at any other point. In no case may it be deposited in street letter boxes.

Statement of Mailing

27. Each mailing of nonmetered mail must be accompanied with a statement of mailing, Form 3602, filled in and signed in ink, or indelible pencil, by the permit holder. Two employees shall verify the mailing, compute the postage thereon, and execute the certification on the back of Form 3602. They shall then determine that a sufficient amount is on deposit to cover the postage required by referring to the balance on deposit as shown on Form 3609. A record of the mailing as evidenced by Form 3602 shall be made in ink on Form 3609, which is to be kept in the mailing section. Forms 3602 shall be transmitted daily to the finance section with a report on Form 3083 showing the total amount of postage on mailings as evidenced by Forms 3602 and the total deposits for the day as evidenced by the duplicate copies of Form 3544. A copy of Form 3083 shall be sent to the auditor or employee performing the duties of auditor.

Advance Deposits

28. Nonmetered permit holders should be requested to make advance deposits to cover more than one anticipated mailing. In any event, deposits shall be made sufficiently in advance of the mailing for the duplicate copy of Form 3544 to reach the weighing section. All advance deposits shall be made in the finance section or at a finance window designated for that purpose. The employee accepting such deposits shall issue a receipt therefor on Form 3544 consecutively numbered. The original of the form shall be given to the permit holder, the duplicate sent to the weighing section for recording on Form 3609, and the triplicate retained in the book as an accountable record. The employee who accepts advance deposits shall report daily the amount of such deposits on Form 3083 to the auditor or employee performing the duties of auditor. All advance deposits shall be treated as trust funds. Any balance remaining in the trust fund to the credit of a depositor after mailings have been made shall not be refunded until the permit is canceled or unless the permit holder makes written request giving the reason therefor. Written notice of refunds shall be furnished promptly to the weighing section where Form 3609 shall be endorsed to show the date and amount of the refund.

Employees of the mailing section shall not accept cash to cover permit mailings. However, at nondivisional offices, urgent mailings not covered by advance deposits may be accepted after the designated

finance window has closed. In such cases the accepting employees, if two are available, may accept cash to cover the mailing and transmit it with a completed Form 3602 to the finance section by registered mail, provided the accepting employees' tours of duty end before the finance window reopens.

Computation of Postage

29. When nonmetered mail is presented at the post office the amount of postage chargeable on the mailing shall be determined by two employees in the presence of each other as follows:

(1) Select at random for inspection from the entire lot enough pieces to determine whether the whole mailing consists of identical pieces.

(2) Determine the exact weight of a single piece and the amount of postage required thereon.

(3) Ascertain the total number of pieces by one of the following methods: (a) Find the total weight in pounds, exclusive of tare. Reduce the pounds to ounces and divide the total number of ounces by the weight of a single piece. (b) Find the total weight, exclusive of tare, and the total weight exactly of 100 pieces in ounces and fractions of an ounce. Divide the total weight by the weight of 100 pieces. This will give the total number of hundreds and fractions of a hundred in the entire lot. (c) Actual count.

(4) The result of any of these methods of computation should agree with the number of pieces shown on the statement of mailing. If they do not agree the matter should be taken up with the mailer and if necessary, further examination and verifications made.

Mailing Section Record

30. A Form 3609 for each permit issued shall be kept in the weighing section. Advance deposits as evidenced by copies of Form 3544 shall be promptly entered thereon. A record of all mailings as evidenced by Form 3602 shall also be entered thereon. The entries on Form 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded.

Where a permit is not used for a period of 12 months, the postmaster shall notify the holder of the permit that it is subject to cancellation for nonuse and allow him a period of 30 days within which to file a written answer, or resume mailings. If no answer is filed, or mailings are not resumed,

the postmaster shall forthwith cancel the permit. If an answer is filed, the postmaster will promptly forward it to the Bureau of Finance, Division of Letter and Miscellaneous Mail, together with a statement of the facts and await further instructions.

Accounting for Postage

31. When completed Forms 3602 are received in the finance section from the weighing section a receipt Form 3603 for the amount of postage shown thereon shall be issued promptly and Forms 3602 filed. The original of Form 3603 shall be delivered to the permit holder, except that at nondivisional offices the original shall be sent to the weighing section for recording the receipt number on Form 3609 and the transmitting of the receipt to the permit holder, the duplicate together with the certificate on Form 3604 after having been checked by the auditor or designated employee shall accompany the quarterly postal account, and the triplicate retained in the book as an office record. The employee who issues receipt Form 3603 shall sign it in the name of the postmaster and certify thereto by his signature. The total of the postage thus determined shall be transferred from the trust fund account to the postal account.

STATE EMPLOYMENT SECURITY OFFICE MAILINGS

32. All mail of State Employment Security offices, including parcels, which bears in the upper left corner of the address side the words "Official Business" printed immediately below the name and address of the State employment agency, and in the upper right corner the words "Employment Security Mail—United States postage—Accounted for Under Act of Congress—(sec. 35.4 (p) (1), P. L. & R.)" shall be accepted without prepayment of postage. These mailings are not to be confused with matter mailed by Federal Government agencies free of postage under the penalty privilege and the conditions applying to penalty mailings, including the 4-pound weight restriction, are not applicable. Postage properly chargeable on such matter is collected periodically under a special arrangement with the Post Office Department. However, it is required that postage stamps be affixed to any such matter which is to be sent as air mail and to prepay the fees on registered, special-delivery, or special-handling mail.

CHAPTER VI

Treatment of Mail in Post Offices

ART.

1. Privacy and safeguarding of the mails.
15. Receipt of mail at mailing office.
22. Canceling and postmarking.
32. Endorsement of special delivery and special handling.
33. Short paid matter at mailing office.
44. Misdirected matter at mailing office.
45. Withdrawal and recall of mail.
47. Distribution and dispatch.

ART.

70. Mail at offices in transit.
79. Opening mails at receiving offices.
90. Short paid matter at delivery office.
104. Directory service.
108. Forwarding mail.
130. Use of Form 3547.
131. Unclaimed and undeliverable matter.
166. Dead mail.

PRIVACY AND SAFEGUARDING OF THE MAILS

Privacy of Sealed Matter

1. No person in the Postal Service, except one employed for that purpose in dead letter branches, shall break, or permit to be broken, the seal of any letter or other matter while in the custody of the Postal Service. Neither postmasters, post office inspectors, or employees of the Post Office Department, nor officers of the law, without legal warrant therefor, have authority to open under any pretext a sealed letter while in the mails. The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

Secrecy of the Mails

2. Postmasters and other postal employees shall not surrender mail matter upon the service of process of attachment, warrant, garnishment, or other legal process. A postmaster or other employee served with such process shall make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court directs the delivery, the postmaster shall request the suspension of the order until he can communicate with the Solicitor, in the case of ordinary domestic mail; the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail in the case of domestic registered, insured,

or collect-on-delivery mail; and the Bureau of Transportation, Division of International Service, in the case of foreign mail. When a warrant has been issued, such process should be submitted for advice with respect thereto.

Unsealed Matter Suspected To Be Unmailable

3. All unsealed matter and sealed third- and fourth-class matter bearing the printed inscription "Postmaster: This parcel may be opened for postal inspection if necessary," when suspected to contain unmailable matter, may be examined for the purpose of ascertaining the character of the matter.

Placing Mail in Clothing or Luggage

4. Employees shall not place or carry in their pockets or in other parts of their clothing, or in hand grips, parcels, or other luggage, any mail which is in the custody of the Postal Service.

Unofficial Endorsements

5. Employees shall not write or stamp personal or unofficial endorsements or messages of any kind upon mail handled by them in their official capacity. (See ch. XIII, arts. 1 to 9, as to furnishing information.)

Access to Mails Forbidden

6. Postmasters shall not permit any persons to have access to mail matter in the post office except duly sworn assistants,

clerks, letter carriers, post office inspectors, and those mail contractors and carriers who are required under the terms of the contract to perform duties necessitating their presence in the post office.

Mails shall not be made up or handled within reach of unauthorized persons, and such persons shall be excluded from the room of the post office in which the mails are being opened or made up.

A former postmaster shall not be permitted to have access to or handle mail unless he takes the oath of office anew.

In order to avoid imposture, postmasters shall require post office inspectors to exhibit their commissions before admitting them to the post office, unless such officers are personally known to them.

Examination of Waste Paper

7. Waste paper accumulating in a post office shall be examined as it is collected and before it is disposed of, in order to prevent the loss of mail, money, stamp stock, or other valuables.

Matter Found in Supposedly Empty Equipment

8. When ordinary mail is found in supposedly empty mail bags made up by post offices, the label covering the pouch or sack and a report on Form 5049 shall be sent to the inspector in charge of the division in which the post office at fault is located.

When domestic registered, insured, or c. o. d. mail is found in supposedly empty mail bags made up by post offices, the original of the report of the finding of such matter, showing also the number of the article, together with the label of the pouch or sack, shall be sent to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, and a copy of the report shall be sent to the inspector in charge of the division in which the post office at fault is located.

When mail is found in supposedly empty mail bags where clerks in the Postal Transportation Service are at fault, the label and a report on Form 5049 shall in all cases be sent to the general superintendent of the division to which the employee is assigned; and if domestic registered, insured, or c. o. d. mail is involved, the report should show the number of the article.

Unsealed First-Class Matter

9. Matter of the first class deposited in or received at any post office unsealed or in a mutilated or otherwise bad condition shall be stamped or marked with the words "Received unsealed" or "Received in bad condition," as the case may be, and shall be officially sealed and postmarked before being forwarded or delivered.

Bad Order Parcels

10. *Endorsement.*—When a parcel in bad order is received in transit in a post office or

by a postal transportation clerk, it shall be endorsed, "Received in Bad Condition at -----," dated, and if necessary reconditioned. If improper handling on the part of a certain railroad employee, star route carrier, mail messenger, or other contract carrier contributed to the damage, a report on Form 5257 (no duplicate copy to be made) shall be sent to the district superintendent, Postal Transportation Service, of the district in which the office discovering the damaged parcel is located. The same procedure shall be followed at the post office of address, unless the parcel has already been endorsed, "Received in Bad Condition at -----." Damage due to fire occurring in a storage car, railway post office car, or other Postal Transportation Service unit, except in joint stations, shall not be reported on Form 5257 when more than 10 parcels are involved, but general report thereof shall be made.

11. *Reports of improper preparation.*—When a bad order parcel is reconditioned at the post office of address and the damage can be attributed to improper preparation for mailing, the clerk at the rewrap table shall fill out and send card Form 1833 to the office of mailing. Not more than 10 Forms 1833 shall be filled out in any one day. These forms should be completed at different times on different days in order that they may be representative of all incoming mails. The contents of the parcel shall be described on the form in a brief manner such as books, candy, canned goods, chinaware, fresh fruits, clothing, eggs, glassware, flat glass or mirror, hardware, jewelry, lamp shade, liquids, lotion in glass, metal parts, mirror, paint, powder, printed matter, phonograph records, radios, rubber goods, shoes, silverware, tools, toys, fresh vegetables, and the like, in addition to the appropriate code number or combination of code numbers shown in article 13 of this chapter.

12. *Corrective action.*—When completed Form 1833 is received at a first-class office, it shall be referred to a designated supervisor for corrective action with the mailer. Corrective action may be in the form of a brief letter, a telephone call, or a personal visit to a firm when three or more forms have been received, except that personal attention must be given to first reports involving code Nos. 5 and 27. Corrective action at second-, third-, and fourth-class offices will be the responsibility of the postmaster. The forms shall be filed and retained 6 months. Separate alphabetical firm and private individual files shall be maintained at first-class offices.

13. *Code for reporting damage.*—The following code numbers shall be used in reporting damage on Form 1833. They are grouped according to cause of damage.

CONTENTS IMPROPERLY PACKED

Code No.

1. Insufficient cushioning material.
2. Paint or other liquid in glass container. (See also Code No. 23.)
3. Paint or other liquid in metal container. (See also Code Nos. 15 and 24.)
4. Fragile articles, glassware, toys, etc. (See also Code Nos. 6 and 7.)
5. Parcel contained small articles—name the articles, such as, loose sheets, pamphlets, bolts, washers, screws, rivets, fishhooks, seeds, etc.
6. Electric light bulbs, container of insufficient strength.
7. Fluorescent tubes, container of insufficient strength.

CONTAINER FAILURE

8. Heavy parcel sealed with gummed tape and not further supported with strong twine or other approved banding material. (Do not use this code number if tape is improperly applied or too lightweight). See also Nos. 13, 14, 18, 19, or 20.
9. Lightweight container of insufficient tensile strength to meet mailing requirements, or contained air space permitting it to be crushed.
10. Poor quality and insufficient wrapping paper used.
11. Ordinary cardboard suit box not securely wrapped with paper and tied with strong twine.
12. Hats not in approved container.
13. Heavy contents shifted and broke open container.
14. Contents too heavy for container or container overpacked, causing it to bulge and burst.
15. Paint or other liquid in metal container with friction or compression top—not securely soldered.
16. Eggs—container defective and not endorsed, "Eggs, this side up."
17. Laundry case—state whether fiber, or canvas covered.

CLOSURE FAILURE

18. Gummed tape did not adhere to carton, because it was not moistened properly and was not applied with pressure.
19. Gummed tape applied along the center seam of the box but not across the end seams.
20. Too lightweight gummed tape.
21. Too lightweight twine or twine was improperly applied.
22. Carton with flaps or bottom stapled or metal stitched which did not hold, permitting the contents to spill or to be exposed.

NOT PROPERLY ENDORSED

23. Paint or other liquid in glass container. (See also Code No. 26.)
24. Paint or other liquid in metal container (boxed). (See also Code No. 26.)
25. Perishable matter. (See also Code No. 26.)
26. Not labeled "Outside Mail" as required by chapter IV, article 31, and sacked. (Use this code number in connection with other code numbers, when necessary.)
27. Parcel contained matter liable to damage other mail or equipment or injure personnel such as book safety matches; poisonous drugs, medicines, insecticides; inflammable liquids; inflammable solids such as pyroxylin plastics or motion picture film; sharp pointed or sharp edged knives or tools; or specimens of diseased tissue. (See ch. IV, arts. 1 to 18, for treatment of unmailable matter.)

Mail From Infested Localities

14. A postmaster shall refuse to receive into his office mail brought to it by persons who are inmates of or messengers from houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., when ordered to do so by a board of health, or other local authority having jurisdiction of matters affecting public health. If there is no such organization or official, the postmaster shall be governed by the advice of one or more reputable physicians.

Mail addressed to the inmates of such houses may be sent to them through some responsible person known to the postmaster.

When a board of health serves upon a postmaster a declaration or order duly made that mail from another post office is liable to communicate a contagious disease prevailing at the time, he shall refuse to receive such mail from any carrier or messenger and shall deliver to the carrier or messenger a copy of such order or declaration, and shall report the facts at once to the Bureau of Post Office Operations and the general superintendent, Postal Transportation Service. If there is no board of health, the same action may be taken by the postmaster upon the declaration of a regular county or city medical society; or if there is no such organization, upon the advice of a reputable physician. The mail so returned shall be held until the prohibition is removed, and after being properly fumigated under the direction of the medical authorities shall be dispatched to its destination.

When a contagious disease occurs in the family of a postmaster residing in a building occupied by the post office, the postmaster shall notify his sureties to take possession of the office and conduct it temporarily

elsewhere until the danger of contagion is passed. (See ch. I, art. 143, on infected supplies.)

RECEIPT OF MAIL AT MAILING OFFICE

Diversion of Mail

15. Postmasters shall not solicit the mailing of matter at their offices by persons living or doing business within the delivery limits of another post office. When fourth-class matter is shipped by freight or express to be mailed at a given post office, without solicitation by the postmaster and not primarily for the purpose of increasing his compensation, the office of mailing is construed to be the office of origin, and the mail shall not be considered as diverted.

Place of Mailing Third- and Fourth-Class Matter

16. Fourth-class matter shall be mailed at a post office or branch or station thereof, or delivered to a rural or other carrier duly authorized to receive such matter. Third-class matter other than certain permit matter may be deposited in mail boxes. Parcels collected on star routes shall be deposited in the next post office at which the carrier arrives, and postage charged at the rate from that office.

Patrons of a first-class post office shall not be permitted to mail parcels exceeding the limits of weight and size prescribed for mailings from first-class post offices at a post office of the second, third, or fourth class or on a rural or star route for the purpose of evading or circumventing the provisions of sec. 34.73, P. L. & R. Postmasters at second-, third-, and fourth-class post offices shall not accept parcels bearing the return card of patrons of first-class post offices mailed in violation of the above mentioned limitations when there is good reason to believe such shipments originated in and were prepared for mailing in a community served by a first-class post office. However, bona fide mailings of parcels of merchandise or products of local manufacturers or other local businesses served by second-, third-, or fourth-class post offices up to 70 pounds in weight or 100 inches in length and girth combined may be accepted at such offices even though the return addresses may be those of patrons of first-class post offices.

Postage Must be Sufficiently and Properly Paid

17. Matter which is insufficiently prepaid to entitle it to be dispatched in the mails shall not be accepted for mailing.

Stamps on Matter

18. *Defaced, mutilated, or previously used.*—To be acceptable for postage, United States postage stamps shall not be

defaced, except that for the purpose of identification (not for advertising) it is permissible to puncture or perforate letters, numerals, or other marks or devices in United States postage, special delivery, and special handling stamps. The punctures or perforations shall not exceed one-thirty-second of an inch in diameter, and the whole space occupied by the identifying design shall not exceed one-half inch square. The puncturing or perforating shall be done in such manner as to leave the stamps easily recognizable as genuine and not previously used. Stamps on which ink or other coloring substance has been used in connection with such puncturing or perforating shall not be accepted for postage. Multilated or defaced postage stamps, fractional parts of stamps, postage-due stamps, stamps cut from embossed stamped envelopes, or postal cards, or stamps other than postage stamps, shall not be accepted in prepayment of postage. Matter bearing such stamps shall be treated as "held for postage," except when bearing special-delivery stamps, when it shall be treated as provided in articles 42 and 43 of this chapter.

19. *Imitations.*—Matter bearing imitations of postage stamps shall not be accepted for mailing, and if deposited in the mail shall be treated as unpaid.

20. *Overlapping.*—When stamps are so affixed to mail matter that one stamp overlies another, concealing part of its surface, or a stamp is otherwise covered, the stamp thus covered shall not be taken into account.

21. *Treatment of matter bearing used stamps.*—When matter bearing previously used stamps is deposited for mailing (unless it is being forwarded), it shall be treated as "held for postage." Upon receipt of stamps to pay the postage they shall be affixed and canceled and the mail forwarded to addressee. In each instance where previously used stamps have apparently been wilfully reused for payment of postage, a report thereof together with the envelope or wrapper bearing the stamps in question (when practicable) shall be submitted to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

CANCELING AND POSTMARKING

Canceling Stamps

22. All postage stamps affixed to mail, except precanceled stamps, shall be canceled thoroughly and completely by the mailing office.

Insofar as may be practicable, clerks assigned to accept parcels at windows shall, during slack periods, cancel stamps on the parcels and make final distribution to properly labeled sacks in racks located directly behind each window.

Reports of Failure To Cancel Stamps

23. Matter received at the office of delivery bearing stamps which have escaped cancellation at the office of mailing shall be canceled, and a report thereof on Form 3039 together with the envelope or wrapper, if possible, shall be submitted to the Bureau of Finance, Division of Postal Finance.

Mutilation of Mail by Canceling Machines

24. Postmasters should issue necessary instructions to their employees to insure care in postmarking mail by canceling machines. Letters containing bulky enclosures should not be run through the canceling machine, but should be hand stamped.

Canceling Ink

25. Only black canceling ink furnished by the Department shall be used in canceling stamps.

Canceling ink shall be carefully kept, and the instructions for the use and care of ink and pad, which are furnished with those supplies, shall be strictly observed.

Postmarking Requirements

26. All matter deposited in any post office for mailing to domestic destinations (except that of the second class mailed by publishers and news agents without stamps affixed, metered or nonmetered matter, matter bearing precanceled stamps, and registered letters and other sealed registered articles which are required to be postmarked only on the back) shall be postmarked on the address side, the postmark to show the post office name in full and the State name in full or abbreviated. All first-class, insured, and c. o. d. mail shall show, in addition to the post office and State names, the date of mailing. All mail of the first class when dispatched from a post office having an hour-dating stamp shall show the names of post office and State and the date and (unless mailed in precanceled Government-stamped envelopes or as metered mail) the hour of mailing. Special delivery mail of all classes, all special-handling parcels, and all parcels of motion-picture films shall be postmarked or otherwise endorsed to show the post office and State and the date and hour of mailing.

Unregistered articles addressed to foreign countries must be legibly postmarked to show the date of mailing, except: second-class matter mailed by publishers or registered news agents to countries to which the domestic regulations apply; matter mailed with precanceled stamps; and matter mailed under permit without stamps affixed. Postmarking is optional in the case of unregistered articles other than letters and postcards, whether prepaid with postage stamps or otherwise, provided the name of the mail-

ing office appears thereon and all valid postage stamps are canceled.

Improper Dating Prohibited

27. The willful impression on any mail of a postmark bearing any other date than that on which the matter is mailed, or of a backstamp bearing a date other than that on which the mail is received at the post office backstamping it, or the erasure of any date of a postmark or backstamp, whether for purpose of fraud or deception or to conceal a delay or detention of mail or any other official error or delinquency, may subject the offender to dismissal from the service.

Postmarking Stamps

28. *Adjustment of.*—The date in postmarking stamps shall be adjusted carefully at the beginning of each day, and where hour type is furnished it shall be changed punctually at the specified time. At offices of the first class the time of postmarking first-class mail shall be changed each half hour in advance. For instance, at 1 p. m. the time in the postmark should be set at 1:30 p. m., and at 1:30 p. m. it should be changed to 2 p. m., etc.

At offices other than those of the first class, immediately following a dispatch the postmarking stamp shall be changed to show the time of the next dispatch, except that mail deposited after the last dispatch of the day, but before the office is closed, shall be postmarked as of that date. Mail deposited after closing the office shall be postmarked as of the time of the first dispatch of the following day.

29. *Records of change in date or hour.*—At all third- and fourth-class post offices a record of postmarks showing every change made in the postmarking stamps shall be kept in chronological order in suitable record books or on loose sheets to be supplied by postmasters. A clear and distinct impression of the postmarking stamp shall be made immediately after each change in either date or hour, including Sunday where mail is made up for dispatch on that day.

30. *Broken.*—Postmarking stamps and type shall be kept clean. Broken stamps shall be returned to the Bureau of Facilities, Division of Equipment and Supplies, except that when the wooden handle only is broken, that office shall be requested to furnish a new handle.

31. *Special stamps not permitted.*—Postmasters shall not use any postmarking stamps other than those furnished by the Post Office Department. This requirement does not prohibit postmasters from purchasing or renting canceling machines from their personal funds, subject to the approval of the Department; but no allowance will be made for the purchase or rental of such a machine in the event the office be-

comes entitled to a canceling machine under the rules of the Department.

ENDORSEMENT OF SPECIAL DELIVERY AND SPECIAL HANDLING ARTICLES

32. Letter-size long and short envelopes bearing ordinary postage stamps in payment of the proper special delivery fee shall be endorsed "Special delivery." Such envelopes bearing the distinctive special delivery stamp need not be so endorsed. All other special delivery articles, whether bearing the distinctive stamp or the equivalent in ordinary postage stamps, shall be endorsed "Special Delivery Fee Paid _____ cents," thus indicating the proper special delivery fee according to weight. Each special handling article shall be endorsed "Special Handling." Endorsements shall be made on the envelope or wrapper immediately above the name and address of the addressee.

SHORT PAID MATTER AT MAILING OFFICE

Unpaid Letters Accompanied by Money

33. When a number of letters are deposited in a letter box without stamps affixed, and a sum of money is found in the box which is not sufficient to pay one full rate of postage on all of the letters, they shall, if mailed by the same person and if he is known and resides within the delivery limits of the mailing office, be returned to him, together with the money. If he is not known or does not reside within the delivery limits of the mailing office, the letters shall be treated as "held for postage." The money found in the box shall be considered in determining the amount due.

When such letters are mailed by different persons, they shall be held for postage and the amount treated as money found loose in the mails.

Postmarking and Rating Short Paid Matter

34. When any matter of the first class wholly unpaid, or prepaid at less than one full rate, or any matter of the second or third class of obvious value, or any matter of the fourth class not fully prepaid but otherwise mailable, is deposited in any post office for delivery in the United States, it shall be postmarked with date of receipt, rated up, and the amount of deficient postage shall be noted thereon.

A decided down weight is necessary to subject matter to an additional rate of postage.

Disposition of Unpaid or Short Paid Matter

35. Return to sender.—Wholly or partly unpaid matter deposited in a post office (except first class bearing one full rate of

postage, which shall be rated with the unpaid rate and dispatched) shall be returned to the sender at once for the required postage, if it bears the address of the sender or if he is known or can be conveniently located and is within the delivery limits of the office. The stamps originally affixed to such matter shall, when it is again presented for mailing, be accepted in payment of postage.

36. Matter for local delivery deposited at a city delivery office.—When matter wholly or partly unpaid is deposited at any city delivery post office for local delivery and the sender is unknown it shall be delivered to the addressee by the carrier and the deficient postage collected by means of postage-due stamps affixed. In the case of first-class matter on which more than one unpaid rate is due, the additional charge of 1 cent for each unpaid ounce is also applicable. If the addressee refuses to pay the postage, the matter shall be treated as unclaimed.

37. Sender notified.—If the sender is not within the delivery limits of the office, he shall, if known, be notified that the matter is held for postage. If the postage is not furnished within 2 weeks, the addressee shall be notified.

38. Addressee notified.—When the postage is not furnished by the sender of such matter or when he is not known or cannot be conveniently located, the matter shall be endorsed "Held for postage," and the addressee notified by next mail on card Form 3548 of such detention and the amount of postage required.

39. Time held pending receipt of postage.—After the addressee of matter held for postage has been notified of the amount of postage due thereon, such matter shall be held not longer than 2 weeks, unless the office of address is so remote from the office of mailing that the postage could not be received from the addressee within that time, in which case the matter shall be held not longer than 4 weeks. As special exceptions 6 weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States office outside the Territories of Hawaii and Alaska; 90 days for such service between any post office in the Territory of Alaska and any other United States post office not in the same territory; and 6 weeks for such service between any post office in the Canal Zone and any post office in the United States. If the postage is not received within the specified time, the matter shall be treated as unclaimed.

40. Affixing postage.—If within the prescribed time the required postage is received, stamps of the value thereof shall be affixed to the matter in such manner as to cover a part of the words "Held for post-

age" and the matter dispatched. If Canal Zone stamps are furnished in response to such notices sent from the United States to the Canal Zone, they should be affixed and the matter dispatched.

41. Postage subsequently paid by sender.—If the sender of any insufficiently paid matter shall pay the postage, after dispatch of notice to addressee, it shall be endorsed "Postage subsequently paid by sender," the necessary stamps affixed, and the matter dispatched.

Letters and Other First-Class Special Delivery Matter

42. A letter bearing a special delivery stamp or otherwise entitled to special delivery service, upon which the sender has failed to place sufficient postage, shall not be treated as "Held for Postage," but shall be forwarded promptly to the office of address and the deficient postage collected upon delivery by the use of postage-due stamps. This provision shall apply to letters only on which the special delivery fee is fully prepaid. Matter of the first class, other than letters, when prepaid one full rate by stamps affixed in addition to the special delivery stamp shall be dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special delivery stamp, shall be held for postage.

Second-, Third-, and Fourth-Class Special Delivery and Special Handling Matter

43. Wholly unpaid and insufficiently prepaid matter of the second, third or fourth classes, although bearing a special delivery or special handling stamp, shall be held for postage, provided that when a parcel of third- or fourth-class matter intended for mailing as special delivery or special handling is partly but not fully prepaid, and it is not practicable to collect the deficiency from the sender without delaying the parcel, it shall be rated with the amount due and dispatched, the deficiency to be collected upon delivery. In such case the sender should be advised that it is expected that full postage, together with the proper special delivery or special handling charges, will be prepaid on parcels mailed in the future.

MISDIRECTED MATTER AT MAILING OFFICE

44. Employees shall not attempt to correct post office addresses on mail, except as provided in this article or when forwarding mail.

Mail that is misdirected as to name of post office, unless addressed to a known county and State, shall not be dispatched except upon reasonable assurance as to its

destination (in which case it shall be endorsed to show the post office that supplied the address), but shall be returned to the sender, if his name and address are known, endorsed "Returned for better direction," together with such information as the mailing office may have as to the correct post office name. The stamps originally affixed to such matter when it is again presented for mailing shall be accepted in payment of postage.

If the name of the sender is not known and the post office address cannot be supplied with reasonable certainty at the mailing office, the matter shall be disposed of as unmailable.

Mail addressed to a place not a post office but bearing the name of a known county and State shall be examined by a clerk making distribution of that State by general scheme. If then not known, it shall be forwarded to the county seat of the county addressed.

WITHDRAWAL AND RECALL OF MAIL

Withdrawal Before Dispatch

45. After mail matter has been deposited in a post office, it may be withdrawn only by the sender, or, in case of a minor, by the parent or guardian duly authorized to control the correspondence of the writer. Mail deposited by a person adjudicated of unsound mind may be withdrawn by the duly appointed guardian. Application for withdrawal shall be made on Form 1509.

When request is made for the withdrawal of any mail, the applicant shall be required, if necessary, to exhibit a written address in the same handwriting as that upon the matter sought to be withdrawn, and such description of the matter or other evidence as will identify the same and satisfy the postmaster that the applicant is entitled to withdraw it.

When matter withdrawn from the mails before dispatch is again presented for mailing, the stamps originally affixed thereto shall be accepted in payment of postage.

Recall After Dispatch

46. When the sender of any article of unregistered matter desires its return after it has been dispatched from the mailing office, application therefor shall be made on Form 1509 to the postmaster at the office of mailing. (See Postal Guide, Part II, as to recall of foreign matter; and chapter XI, articles 119 to 122, as to recall of registered matter.)

The requirement that the application for the recall of mail shall be made through the mailing office does not apply to official mail. Postmasters at offices of address receiving requests by telegraph, telephone, or mail

from executive departments at Washington, D. C., or their regional disbursing officers shall comply promptly therewith and take special care to prevent delivery of Government checks subject to recall.

When application has been accepted for the recall of mail, the postmaster shall telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known to be at the time, for the return of such matter to his office, carefully describing the same so as to identify it and prevent the return of any other matter. All such telegraphic requests shall bear the proper signature and title of the sender of the message. If air mail is being recalled, the telegram should include, as additional means of identification, the air-mail trip involved, and if the originating office does not have direct air mail contact, the city and train should be shown to which the mail was dispatched for initial plane connection.

NOTE.—Telegrams sent in such cases must be paid for by the applicant.

On receipt of a request for the return of any article, the postmaster or postal transportation clerk to whom such request is addressed shall return the matter in a penalty envelope to the mailing postmaster, who shall deliver it to the sender upon payment of all expenses and the collection by postage-due stamps of the regular rate of postage on the matter returned (except first-class matter, which is returned without additional charge). If the mail to which the application relates has been delivered, that fact shall be reported to the mailing postmaster, who shall inform the sender.

Under no circumstances shall the addressee be informed that mail has been intercepted or that recall thereof has been requested by the sender.

All applications for the recall of mail, together with the proofs submitted therewith, the sender's receipt for such matter, and the envelope or wrapper in which it was enclosed, shall be filed at the mailing office.

DISTRIBUTION AND DISPATCH

Closing Time for Mails

47. Mails shall be closed as near to scheduled time of departure of trains, airplanes, and other mail conveyances as possible, allowing a reasonable time for transfer from the post office. The closing time in advance of scheduled departure shall not exceed 1 hour at first-class offices and one-half hour at all other offices, unless such departure is between 9 p. m. and 5 a. m., when they may be closed at 9 p. m.

Orders and Instructions

48. Postmasters shall be governed in the distribution and dispatch of mails by the orders received from the Bureau of Transportation, or from the general superintendent of the Postal Transportation Service in whose division the post office is located.

Postmasters at junction points shall never change the dispatch of mails from one road to another except upon orders from the general superintendent.

Record of Orders

49. At offices of the first and second classes all orders relating to the making up and dispatching of mails at each respective office, and changes in schemes which are received from general superintendents, Postal Transportation Service, shall be kept in an order book. Distributing clerks shall be required to examine the order book daily and, if necessary, initial it.

Distribution Schemes

50. Where official schemes have been furnished, they shall be used in the distribution and make-up of the mails, and only such pouches as have been ordered shall be made up and exchanged. Any post office may be excepted from this requirement by the general superintendent.

No change in distribution or dispatch of mail shall be made without first obtaining authority from the proper general superintendent of Postal Transportation Service, except in cases of emergency; and in such cases an immediate report giving the reasons for the change shall be made to the general superintendent.

State Distribution

51. A distribution or separation should be made only of such mail for States or portions of States as can be advanced thereby. All mail for States of which no distribution is made shall be made up "by States," and facing slips used as provided in article 63 of this chapter. Letter and circular mail for each State shall be made up in packages, and other mail in sacks by itself when the quantity is sufficient, and the name of the State marked on the slip used as a label for the package or sack.

Make-Up of Packages

52. *Local mail.*—Post offices on railway or highway post office lines, in making up local mail for such lines, shall send by each train or trip by which a dispatch is made all mail which can be expedited thereby. When sent by railway or highway post offices, the mail for nearby stations shall be made up in a separate package and placed under a facing slip addressed to the railway or highway post office and train or trip and marked "No. 1" to indicate that it is for immediate distribution. Any mail for the remaining offices on the line proper shall

be included in a package addressed to the railway or highway post office and train or trip and marked "No. 2." Mail for States for which distribution is not required and not in sufficient quantity to be made up in separate packages shall be combined in a package addressed to the railway or highway post office and train or trip and marked "No. 3."

If the quantity of mail is not sufficient to warrant these separations it shall be combined in one package addressed to the railway or highway post office and train or trip, with the No. 1, No. 2, and No. 3 separations arranged in sequence.

53. Letters for distribution and delivery.—Mail for delivery and mail for distribution at a post office shall be made up in separate packages, unless special authority to combine it is given.

54. Direct packages.—A direct package shall be made up by placing all letters for one post office in a package by themselves all faced one way, with a plainly addressed letter on the top of the package and a facing slip bearing the postmark of the office and the name or number of the person making up the package on the back of the package faced out.

Ordinary letters shall be tied out in direct packages when there are 10 or more for one post office, railway or highway post office, or State, except when requests are received from the proper general superintendent of the Postal Transportation Service for the tying out of directs containing less than 10.

Direct packages or sacks made up for individual persons or firms shall not include special delivery mail, insured parcels bearing insured serial numbers, or any mail which requires the collection of funds on delivery. Mail requiring the collection of funds includes c. o. d. mail, unpaid and short-paid pieces, business reply cards and envelopes, mail returned under the return postage guarantee, mail known or supposed to be liable to customs duty, and certain forms, such as Form 3547, Notice to Sender of Addressee's New Address; publications returned under Form 3579, Label for Returning Undeliverable Second-Class Matter to Publisher; and Form 3849-D, Notice to Sender of Undelivered C. O. D. Mail.

55. Air mail.—(a) Post offices making direct dispatch to planes, will make up and dispatch air mail in accordance with the State dispatch schemes, State standpoint schemes, and other special instructions issued by the general superintendent, Postal Transportation Service. Additional information required regarding the makeup and dispatch of mail and the exchange of mail with air carriers should be directed for his attention. See articles 56 to 58 of this chapter as to special delivery matter, and article 3 of chapter XI as to registered mail. Postmasters at post offices on air mail routes will arrange, on instructions from the De-

partment, for the transportation of mails between post office and airport.

(b) Post offices not served by an air mail route will make up air mail in direct and State packages insofar as possible. Where only a small quantity is available, make up in a mixed package merely labeled "AIR MAIL." Less than 10 air mail letters for any dispatch shall be placed on top of the No. 1 working package, under registered and special delivery articles when dispatched to an R. P. O. or H. P. O. All packages of air mail shall be clearly marked "AIR MAIL." Air mail distributed and made up as above will be pouched to the R. P. O., H. P. O., air mail field, or air stop post office from which the best service can be provided. Clerks dispatching air mail will familiarize themselves with the surface transportation which is available from their office in order that earliest possible plane dispatch may be secured.

(c) Air parcel post dispatched from offices not located on an air mail route will insofar as possible be included in pouches with first-class mail which are labeled to the R. P. O. or H. P. O. over which dispatched. If dispatched over C. P. train or star route, include in pouch to the R. P. O., H. P. O., or post office from which first air service is available. When, because of size, shape or nature of contents of the air parcel, it cannot be included in a pouch, it shall be enclosed in a parcel post sack labeled in the same manner as though included in a pouch. Sacks containing air parcel post shall be prominently identified by having tag Form 2755 attached to the label holder. Do not include air parcel post in sacks with surface parcel post. Air parcel post which must be dispatched outside of pouches or sacks shall be prominently identified as air mail by having Form 3584-A affixed and also stamped "AIR MAIL" above and to the right of the address.

Special Delivery and Special Handling Mail

56. Letters.—Special delivery letters shall be made up into separate packages when there are five or more for the same office or H. P. O. or R. P. O. route; if less than five, they shall be placed on top of the package under the registered letters, if any. When the package is for a route or "dis," the slip shall be placed across the package so as to expose the stamps, the lower third of the slip being turned in to enclose the special delivery matter.

57. Other articles.—Special delivery and special handling mail, other than letters, shall be sacked separately from other second-, third-, and fourth-class mails and be given the same dispatch and handling in closed pouch trains as is accorded pouches of letters. When dispatched on R. P. O. trains, they shall be handled in postal cars as far as practicable. All post offices shall

make up a direct sack in every case where there are two or more parcels the size of an ordinary shoe box or larger addressed to the same post office. Where direct sacks of daily papers are made up in a post office, H. P. O., or R. P. O. and the quantity of special delivery and special handling parcels is not sufficient to warrant a direct sack for those offices, the special delivery and special handling packages may be included in the direct sacks of daily papers.

Special delivery and special handling tags (Forms 3952 and 5135) shall be attached to all sacks containing special delivery or special handling mail, or the labels of such sacks shall be clearly marked "Special Delivery" or "Special Handling," so that they may be readily recognized and given immediate attention.

These tags must be removed when sacks are emptied. Where the quantity is insufficient to warrant directs they should be pouched with letter mail. Any residue special delivery and special handling mail remaining after all directs have been made must be distributed by States and dispatched under "State" labels in accordance with the scheme of dispatch for first-class mails, for distribution in R. P. O. trains or H. P. O. vehicles.

The dispatch and handling of baby chicks shall, so far as may be practicable, be confined to the routes which will involve the least exposure to severe weather conditions in transit and in transfer at connecting points.

58. Dispatch.—Under no circumstances shall the dispatch for redistribution of special delivery or special handling mail be made to Postal Transportation Service terminals or to post offices where similar distribution is performed. Such mail must be handled, dispatched, and transported the same as first-class mail. When it is necessary and proper to handle special delivery and special handling mail in baggage or storage cars, it must be piled with the letter mail for unloading and handling to post offices and connecting lines. Registered special delivery matter shall be dispatched in accordance with the instructions governing the dispatch of registered mail.

Newspapers

59. For the purpose of distribution, dispatch, transit handling, and delivery, "newspapers" are publications which are commonly and popularly understood to be newspapers of which the leading and major feature is the dissemination of timely news of interest to the general public, whether published daily or weekly. This definition does not include trade papers, periodicals, papers devoted to certain classes, orders, or directed to specific ends.

If in doubt as to what is meant by a newspaper in any given case, postmasters

should refer the matter to the Bureau of Finance, Division of Newspaper and Periodical Mail, for decision.

Postmasters are directed to notify all publishers whose mailings of newspapers are not delivered to the post office or train in sufficient time to connect with the intended dispatch. Such notice shall be given each time that a failure occurs so that the publisher may know when his dispatch of newspapers leaves the city of publication. Postmasters should further communicate to publishers all errors made by the latter in making up "club packages," "directs," and also their failure to keep current all changes of address. The Postal Transportation Service likewise notifies publishers of errors made in "R. P. O. sacks."

Newspapers shall be made up in sacks by themselves, containing no other class of mail and plainly labeled "Newspapers." When the quantity is not sufficient to make up separate sacks, they shall be dispatched in pouches with first-class mail. In no case shall newspapers for dispatch to an R. P. O., an H. P. O., a terminal, and to a first-class office be mixed in sacks with other classes of mail except that of the first class. Sacks labeled "Newspapers" shall be dispatched with and as expeditiously as first-class mail. Such sacks shall be segregated promptly at receiving offices and the contents distributed so that the earliest possible delivery may be made.

Other instructions are contained in Form 5296, Instructions to Publishers in the Preparation of Second-Class Matter for Mailing and Dispatch.

Pouching

60. First-class mail shall be dispatched in lock pouches.

When any mail is received too late to be put in the lock pouch, the postmaster or assistant or clerk may, after postmarking and canceling the same, deliver it in person to the postal transportation clerk. It shall not be returned to the person mailing it to be taken to a postal transportation unit.

Letter and circular mail shall be properly "faced" and tied in packages, not placed loose in pouches or sacks.

Postmasters shall not make up through pouches to be dispatched on mail trains unless specially instructed to do so.

Postmasters shall keep a correct list of all pouches due to be dispatched.

Sacking

61. A mail sack may be used for a separation of third- and fourth-class matter only when the bulk or volume exceeds one-third of the capacity of a No. 1 sack, unless it is necessary to advance the mails and no intermediate distributing unit is available. Not more than 100 pounds of mail shall be placed in a sack.

See chapter III, article 86, as to using mail sacks for second-class matter.

Outside parcels

62. It is essential that outside parcels be kept at a minimum. The dispatch of parcels as outside matter to save time or cost of labor in sacking is not permissible. (See ch. IV, art. 31, concerning matter requiring outside handling.)

The fact that a parcel is first class, special delivery, special handling, or perishable does not in itself justify outside dispatch. All such parcels not requiring handling outside of mail bags shall be dispatched in pouches or sacks, and when dispatched in sacks, special delivery, special handling, or perishable tags shall be attached to the label holder or the labels of such sacks shall be clearly marked to show contents as provided in article 57 of this chapter.

A parcel large enough to completely fill a sack may be dispatched outside. Sacks should be pulled from rack if necessary to sack a parcel which is too large to be placed in sack while hung in rack. When mailers use containers of a size involving difficulty in placing in racks, postmasters are requested to contact mailers to suggest containers of a size that would permit being sacked more easily, if feasible.

Large bulky parcels marked "FRAGILE" should not be crushed in order to be sacked. Large parcels apparently containing liquids although not so marked should be dispatched outside of sacks.

Care must be used in sacking parcels so as to avoid dropping or throwing parcels on fragile matter already in sacks. Parcels in sacks should be arranged when practicable to afford protection to any fragile parcels in the same sacks.

Outside parcels containing liquids or other matter which would present less of a hazard to other mails if carried in a certain position should have the address and endorsement or label on top and must be carried in that position when practicable.

Labeling Packages, Pouches, and Sacks

63. A facing slip showing the proper address shall be placed on the face of each package of mail made up for dispatch, except that a facing slip without address shall be placed on the back of each direct package. A label showing the proper address shall be placed on the label holder of each pouch and sack made up for dispatch. Train numbers may be omitted from paper sack labels by authority of the general superintendent of the Postal Transportation Service. Each slip on packages of letters or circulars, and the label of each pouch or sack containing newspapers, special delivery or special handling matter shall bear the postmark of the office with date and time of closing or dispatch, and the name or number of the employee making up the

package, pouch, or sack. The sack labels used for the dispatch of sacks containing circulars, parcel post, and ordinary paper mail shall be stamped to show the date and closing hour of the period of duty to which the employee making distribution or dispatch is assigned. The foregoing does not apply where direct sacks are made up by mailers who provide labels printed to show the mailers' name and the point of mailing.

In dispatching a sack containing packages of circulars the sack label shall only read, in addition to the address, "Circulars."

A separate sack of direct packages of circulars should be made up when the quantity for any post office warrants. When the quantity is insufficient for a separate sack the package should be combined in State sacks labeled "Circular Directs" in addition to the State.

Mail should not be labeled to an office as "Dis." (mail for distribution) unless the package or sack actually contains mail for post offices which are properly supplied through that office, or unless said mail will reach its destination sooner by placing it in a "Dis." package. If the only supply for an office is by railway or highway post office, the mail should be worked into direct packages or placed in packages and sacks properly labeled to the railway or highway post office, or in the case of States not distributed by a local office it should be labeled to the State in question and dispatched to the proper railway or highway post office performing such distribution. However, it is permissible to label mail to a post office as "Dis." even though the only source of supply is by railway or highway post office, provided that by so doing the receipt or dispatch of mails would be expedited.

A "Perishable" tag (Form 5138) shall be attached to every sack containing perishable matter.

Pouches, Sacks, and Direct Packages on Star or Mail Messenger Routes

64. *Use of locked pouches.*—One locked pouch shall be used on each star route and it shall be opened at every post office. If the amount of mail is not too large it shall all be carried in this pouch.

All mail of the first-class carried on star routes shall be enclosed in locked pouches; other mail shall also be included in the locked pouches unless the quantity or bulk is too great, in which case it may be carried in tie sacks or outside of sacks.

Way pouches dispatched by way of star routes shall be labeled first line; "Way pouch to (office of address)"; second line, "Routing" (if necessary for proper handling); third line, "From (name of dispatching office)."

65. *Direct packages.*—In making up mail to be dispatched on a star route, all letter

mail for each office shall be tied out in a direct package; all other mail for each office shall be tied out in packages in a similar manner as far as practicable.

66. Direct pouches.—On any star or mail messenger route supplying more than one post office, the general superintendent of the Postal Transportation Service may order a direct locked pouch or pouches to be made up by railway or highway post offices or by supply post offices on the route for one or more of the post offices supplied, with return pouches when necessary, all such pouches to be properly labeled and not to be opened by any other office. Such pouches shall not contain registered matter unless specially ordered by the general superintendent.

67. Dispatches beyond terminal office.—Mail to be dispatched from an office on a star route to points beyond the terminal office shall be made up as far as possible "by States" if the quantity is sufficient; otherwise it shall be made up in one package with the name of the terminal post office and the abbreviation "Dis." marked on the slip label to indicate that the package is for distribution.

Mails for United States Possessions and Overseas Territory

68. All surface mails for Alaska are dispatched from Seattle, Wash. Air mail for Alaska is dispatched from AMF Seattle, Wash., and AMF Minneapolis, Minn.

Mails for Hawaii, Samoa, and Guam are dispatched from Pacific coast ports. Mails for Puerto Rico and the Virgin Islands are dispatched by steamer from New York, N. Y., and New Orleans, La., and by air from New York, N. Y., and Miami, Fla. Mails for the Canal Zone are dispatched by steamer from New York, N. Y., and New Orleans, La., and by air mail from Miami, Fla., New Orleans, La., and Brownsville, Tex.

Delivery to Carriers in Advance of Scheduled Time

69. Postmasters shall not, except in cases of emergency, deliver mail to carriers in advance of scheduled time without express permission from the Department, nor permit the mail to be taken from the post office on the evening before the scheduled day for departure to be kept in a private house overnight.

MAIL AT OFFICES IN TRANSIT

Time for Opening and Closing at Intermediate Offices

70. (a) At all intermediate offices on star routes where no time is specified, the mails shall be opened and closed as promptly as possible. If in any case more than 10

minutes are required the postmaster should apply to the Bureau of Transportation for an extension.

(b) At intermediate offices on all other post routes, where no time is specified, the mails shall be opened and closed as promptly as possible.

Opening Pouches to Advance Mails

71. Air mail.—When a post office receives from an air carrier an air-mail pouch addressed to another post office or air-mail field and the pouch is opened and its contents distributed to advance the mail or conserve equipment and reduce weight, the label should be postmarked and filed with the labels of pouches distributed. The irregular receipt of such pouches shall be reported to the general superintendent, Postal Transportation Service on Form 2759.

72. Surface mail.—When a surface mail pouch is received addressed to another office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked "Distributed," postmarked, and sent direct to the office of destination, so that the pouch may be properly accounted for.

Pouches "Not Made Up"

73. Air mail.—When an air-mail pouch due to be made up by a post office labeled to another post office or air-mail field, is not made for any reason, the label should be filed with labels of pouches distributed as evidence that the pouch was not made.

74. Surface mail.—When a surface mail pouch due to be made up for a post office, highway post office, or railway post office is not made up for any reason, the label for such pouch shall be endorsed "Not Made Up" with reasons therefor, and sent direct to the post office or the district superintendent, Postal Transportation Service, as the case may be.

Uncanceled Stamps on Matter in Transit

75. Matter dispatched from a post office with stamps not properly canceled shall not be stopped in transit nor the stamps thereon canceled at any office other than the office of destination.

Short Paid and Unpaid Matter

76. Matter inadvertently dispatched without prepayment of postage or insufficiently prepaid shall not be stopped in transit or rated up at intermediate offices.

See articles 33 to 43 of this chapter as to treatment of postage-due matter at office of mailing; and articles 90 to 101 of this chapter at office of delivery.

Misdirected, Unmailable and Missent Matter

77. Misdirected and unmailable matter (except "held for postage" and "excess of

weight or size") which was dispatched from the office of mailing contrary to instructions, shall be treated by any postmaster into whose hands it may come in transit as though it were originally mailed at his office.

Missent matter, or that which is plainly addressed but sent in the wrong direction, when discovered in transit, shall be stamped "Missent," postmarked, and then placed in the first mail going in the proper direction.

Carriers Stopping Overnight

78. When a mail carrier stops overnight at any place where there is a post office, the mail shall be kept in the post office unless otherwise ordered by the Bureau of Transportation.

OPENING MAILS AT RECEIVING OFFICES

Opening and Examination of Pouches and Sacks

79. Upon the arrival of mail at a post office, the sacks and pouches addressed to that office shall first be examined to ascertain whether they are properly locked and whether they are cut or torn so that mail could have been lost or removed therefrom, and shall then be opened. Upon being emptied, the pouches or sacks shall be carefully examined to see that no mail is left therein. Only one sack or pouch shall be opened at a time, so that the responsibility for all errors may be definitely fixed. When practicable, two persons shall witness the opening of incoming pouches and the removal therefrom of any registered matter, as required by chapter XI, article 145.

Treatment and Disposition of Pouch Labels

80. The address labels of all pouches and sacks shall be carefully removed. Pouch labels shall be postmarked with the date of receipt. Air mail pouch labels shall be kept on file at least 60 days and other labels 30 days.

Errors in Distribution and Makeup.

81. On opening and assorting the mail, employees shall examine it for errors in its distribution and makeup. All errors found in the distribution of a package or sack of mail shall be noted on the reverse side of the package or sack label, giving the name of the post office and State, the name of the person noting the error, and the postmark showing the date. Address slips and labels on which errors have been noted shall be sent daily by first- and second-class offices, and weekly by all other offices, to the general superintendent, Postal Transportation Service.

Missent Packages

82. When a package of letters or papers

is missent, the error shall be noted as follows on the slip accompanying the package:

Missent pkg. of
----- letters (or
papers), all for

John Smith, P. M.
(postmark)

Such slips shall be forwarded to the general superintendent, Postal Transportation Service, with the label of the pouch or sack, daily by first- and second-class offices and weekly by all other offices. If there is no slip on the package, a blank slip shall be used. If the pouch or sack is not labeled, that fact shall be stated. A package of papers is construed to mean a tie-out under a separate label of more than one piece of separately wrapped and addressed mail other than letters.

(See art. 89 of this chapter for endorsement of missent matter.)

Misdirected Packages

83. Reports of errors involving misdirected packages of letters or papers shall be made in the same manner as for missent packages, except that the word "Misdirected" shall be substituted for "Missent."

Missent or Misdirected Pouches and Sacks

84. Reports of errors involving missent or misdirected pouches and sacks shall be made as prescribed for missent or misdirected packages.

Improper Distribution

85. Mail received at any post office which has not been properly distributed or made up by postal transportation clerks shall be reported promptly to the general superintendent, Postal Transportation Service, and the labels received with the mail shall be sent with the report.

Reports of Irregularities Concerning Special Delivery Mail

86. When special delivery matter is received at any office indicating that the dispatching office failed to properly rate, endorse, or dispatch the article, the irregularity should be checked on Form 3950 and mailed to the postmaster at the office of mailing. Upon receipt of the form by the mailing office, an investigation should be made as directed thereon and the facts reported on the same form to the Bureau of Post Office Operations, Division of City Delivery.

Backstamping

87. All registered mail and all special delivery letter mail received for delivery at any post office shall be backstamped once

over the flap of the envelope or wrapper to show the post office, State, and date of receipt at such office. When a piece of registered mail or a special delivery letter is addressed for delivery through a station or branch and such mail passes through the main office, it shall be backstamped over the flap once at the main office and once at the station or branch. Care should be exercised in backstamping registered mail to see that the impressions of the backstamp do not interfere with any impressions of the postmarking stamp previously placed on the back of the registered article.

All special handling parcels, special delivery parcels, and parcels of motion picture films received for delivery at any post office shall be postmarked plainly on the address side.

At all post offices every piece of mail of any class that is subject to general delivery service shall be stamped, by machine or hand, or otherwise endorsed to show the date of its receipt in the general delivery section. Letters shall be so stamped or endorsed on the back; cards, parcels, and papers on the face.

Record of Pouches Received

88. Postmasters shall keep a correct list of all pouches due to be received. In case of failure to receive a pouch scheduled to be received by surface means, a prompt report shall be made to the proper district superintendent, Postal Transportation Service, and a copy of such report shall be filed in the office. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made. In case of failure to receive an air mail pouch due to be received from an air carrier no report need be made unless there is reason to think that the pouch may have been lost or stolen.

Endorsement of Missent Mail

89. Mail which has been missent to the wrong post office shall be endorsed "Missent," by the office to which it has been missent, postmarked, and forwarded to its proper destination by the next mail.

SHORT PAID MATTER AT DELIVERY OFFICE

Detection of Improperly Rated Matter

90. Postmasters at the office of delivery may remove the wrappers and envelopes from mail not charged with letter postage, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with such matter anything which would author-

ize or require the charge of a higher rate of postage.

Detection of Short Paid Matter

91. Letters and packages received for delivery shall be examined to ascertain whether the proper postage has been paid thereon.

Rating Short-Paid Matter

92. *First class.*—All first-class matter which is short-paid more than one full rate shall be rated with the deficient postage plus an additional charge of 1 cent for each short-paid ounce or fraction thereof. When short-paid only one full rate it shall be rated with the deficient postage at the single rate. The amount due shall be noted in writing or handstamped on each piece.

93. *Second class.*—Matter of the second class without evidence of prepayment of postage by stamps affixed, containing illegal enclosures or bearing unauthorized additions or which the postmaster believes was not entitled to the pound rates, shall be delivered without exacting additional postage, but a report of the facts should be made to the Bureau of Finance, Division of Newspaper and Periodical Mail, including therein the name, date, and place of entry of the publication, and, when practicable, submitting a copy showing any illegal enclosure or unauthorized addition.

94. *Other matter.*—All other partly prepaid matter shall be rated with the deficient postage at the single rate according to its class and weight. The amount due shall be noted in writing or handstamped on each piece.

95. *Matter bearing postage-due stamps only.*—Mail inadvertently dispatched with postage-due stamps affixed, but no others, such stamps representing the full amount of postage, shall be delivered without additional charge. If such stamps do not represent the full amount of postage, the deficient postage at the single rate only shall be collected from the addressee. In all such cases the office of mailing shall be reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

96. *Parcels sealed against inspection or containing unpermissible written matter.*—Postmasters at offices of address may deliver parcels which upon examination are found to contain unpermissible written matter upon payment of \$1 only when the postage due at the first-class rate is more than \$1, or upon payment of 25 cents when the postage due is less than \$1 but more than 25 cents. The full amount shall be collected when the postage due is less than 25 cents. This procedure should be followed only when the unauthorized enclosures are merely incidental and not when the parcels consist mainly of first-class matter. In no

instance shall the amount collected be less than that chargeable on the first-class matter enclosed.

Sealed parcels prepaid at the third- or fourth-class rates without being labeled to show that they may be opened for postal inspection may be opened by the addressees in the presence of a postal employee, and if found to contain unauthorized written matter, additional postage as above stated should be collected. If no unpermissible enclosures are found, the parcel may be delivered upon payment of additional postage at the first-class rate up to but not exceeding 25 cents for each parcel because it was sealed.

Postage-due stamps shall be used to account for the additional postage.

97. Official matter at Washington, D. C.—Part paid letters addressed to any Government department or bureau at Washington, D. C., may be delivered free, but when there is good reason to believe that the omission to prepay the full postage was intentional, the letters shall be returned to the sender.

98. Matter on which no prepayment of postage has been made.—(a) General.—Double rate of postage shall be charged on matter reaching its destination with no evidence of any prepayment whatever. See chapter III, article 125, on collection of postage due on hotel and steamship room keys.

(b) Special delivery and special handling.—One full rate of postage due shall be charged on special delivery letters weighing 1 ounce or less, transmitted without any prepayment of postage. On special delivery letters exceeding 1 ounce in weight, transmitted without any prepayment of postage, the deficient postage at the single rate and an additional charge of 1 cent for each ounce or fraction thereof computed on the unpaid weight shall be collected on delivery. All other special delivery matter and special handling matter which through inadvertence reaches its destination without any prepayment of postage shall be charged with postage due at double rates.

99. Stamps lost off matter.—When it is apparent from the envelope or wrapper of mail that a stamp has been on it but has been wholly or partially lost, the postmaster may assume the matter to have been prepaid, but the evidence that the stamp has been affixed shall be from the blank in the impression of the canceling stamp. In such case matter of the first class shall be presumed to have been prepaid one full rate only.

100. Matter addressed to the postmaster.—When insufficiently prepaid matter is addressed to a postmaster, he need not pay the additional necessary postage if the matter is not taken out of the office, but it shall be treated as "refused" matter; when, however, such matter is taken out of the office, the deficient postage shall be paid.

Collection of Postage Due

101. No mail shall be delivered until the postage due thereon has been paid. The amount due shall be paid in cash. Postage stamps shall not be accepted in payment thereof.

Postage-due stamps shall be used for the collection of postage due on unpaid or part-paid matter.

No postage-due stamps shall be affixed to part-paid or unpaid matter of the third or fourth class unless there is good reason to believe that the delivery thereof can be effected, as in the case of matter returned to the sender under his pledge guaranteeing the payment of return postage. Postage-due stamps shall not be affixed to matter forwarded by request of addressee, returned to writer, or sent to a dead letter or dead parcel-post branch.

At city delivery offices postage-due stamps shall be affixed to all part paid or unpaid mail of the first and second classes received for delivery, unless a forwarding order is on file, in which case first-class mail prepaid at least one full rate shall be forwarded without affixing due stamps. When postage due is required on mail for delivery through lock boxes or general delivery, the due stamps shall not be affixed until the deficient postage has been paid.

At other than city delivery post offices postage-due stamps shall not be affixed to part paid or unpaid matter of any class until the delivery thereof has been requested, unless it is addressed for delivery on a rural route, in which case it shall be treated as provided in chapter IX, article 217.

When postmasters have no postage-due stamps on hand, they shall collect the amount of postage due and as soon as they obtain such stamps an amount equal to the postage collected shall be affixed to a sheet of paper, canceled, and forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a statement of the facts.

Instructions with respect to handling advance deposits to cover postage-due mail at offices operating under the two division plan are found in chapter XXIII. Postmasters at other offices where advance deposits to cover postage-due mail are accepted shall follow as nearly as possible those instructions.

Matter Accompanied by Postage-Due Bill

102. Upon receipt at any post office of matter on which postage-due stamps have been affixed and canceled, and which is accompanied with a postage-due bill, the bill shall be returned to the postmaster from whom it was received, accompanied with uncanceled postage-due stamps in the amount named thereon. When such matter is delivered the proper postage shall be collected.

Payment of Additional Postage Protested

103. If the addressee objects to the payment of the additional postage, he may deposit the amount thereof with the postmaster, who shall give a receipt therefor, and submit to the Bureau of Finance, Division of Letter and Miscellaneous Mail, a full statement of the facts and the reason for the charge. If the charge is made because the matter is closed against inspection, the addressee may deposit the deficient postage and require the package to be sent unopened to the Bureau of Finance, for decision as to whether it is so wrapped as to require rating as first-class matter; whereupon the postmaster shall promptly transmit it accordingly, under penalty envelope, with proper letter of advice. In either case should it be held that the matter was prepaid at the proper rate, or if for any reason it appears proper not to insist on the payment of such additional postage, the postmaster will be directed to refund the deposit.

DIRECTORY SERVICE**Mail Entitled to Directory Service**

104. At letter carrier offices having directory facilities directory service shall be given to certain mail which cannot be delivered due to lack of address or indefinite address, or which fails of delivery at the address given. Such service should be centralized at the main office or the point of centralized distribution. The following is the only mail entitled to directory service:

Registered, insured, c. o. d., special delivery mail of all classes, special handling parcels, perishable matter, parcels of obvious value, and foreign mail except circulars.

Directories

105. A city directory, where available, or a telephone directory shall be used to give directory service. A loose leaf or card index directory of any character shall not be compiled.

Review of Undeliverable and Indefinitely Addressed Matter

106. All mail which fails of delivery, including circulars and other matter not entitled to directory service, should be run through first by experienced distributors, with a view to effecting delivery of the greatest number of pieces of mail possible.

Indefinitely addressed first-class and other matter of obvious value, apparently intended for delivery on a rural route shall be examined by each rural carrier before being treated as undeliverable. The carrier, if unable to effect delivery, shall appropriately endorse it as evidence of his examination. At large cities where rural routes emanate from different stations, the examination shall be made only at the sta-

tion indicated by the local address shown on the matter.

Mail for Patrons of Hotels, Clubs, Etc.

107. Managers of hotels, motels, etc., and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than 10 days, except at the request of the person addressed, and should redirect it for forwarding if the present address is known; otherwise, such mail should be returned to the post office.

With a view to obtaining a more satisfactory and uniform handling of mail at the larger hotels catering to transients, the following instructions should be observed:

(a) An inspection of hotel mail should be made by a post office employee at least every 10 days, except at those hotels where it has been found that the mail is being properly handled, inspection may be made at least every 30 days, depending upon existing conditions. Care should be taken in examining mail to see that all of it is addressed to the hotel inspected.

(b) Ordinary letters and parcels that have been held for 10 days should be withdrawn, unless the addressee requests that it be held longer.

(c) No mail should be returned to the post office until reviewed by the hotel clerk, who may hold the mail for future delivery if he has reasons to believe that such future delivery may be effected.

(d) Mail which cannot be delivered or forwarded by the larger hotels catering mainly to transients, and that which is not retained at the request of the addressee, should be endorsed "Not at hotel" and returned to the post office by the hotel. Such mail should not be accorded directory service. Change of address orders which guests file through the post office or with the carrier should be turned over to the hotel. A supply of Forms 22 and 22-B should be furnished the hotels to be handed to departing guests.

(e) In the case of smaller hotels and those classed as family or apartment hotels, lodging houses, etc., served by city carrier, the handling and forwarding of mail should be the same as that of other patrons on the route.

(f) Before delivery of registered, insured, or c. o. d. mail to a hotel, it should be ascertained, if practicable, if the addressee has left the hotel and furnished a forwarding order. Such an order, when vouched for by the hotel, may permit forwarding or return of the article before removal from the Postal Service without additional charge for registry, insurance, or c. o. d. fee.

(g) The hotel should keep a record of registered, insured, and c. o. d. mail which shall show date of receipt, original registration, insurance, or c. o. d. number (except

in the case of parcels insured at the minimum fee), name of the post office and State of origin, exact address borne by the article, condition of article if other than good, manner of disposition, and the date of disposal. If an article is delivered, the addressee should be required to sign for it at the time he receives it from the hotel. If the article is forwarded or returned, the complete new address should be recorded by the hotel.

(h) The hotel record should be checked by hotel employees at frequent intervals with the registered, insured, and c. o. d. mail on hand to secure prompt disposition of such matter and prevent its being stored in the hotel safe or vault and forgotten.

(i) Registered mail should be kept in a safe; parcels in a vault or safe place. Dated cards bearing addressees' names should be kept in the general-letter case, marked "registered," "insured," "c. o. d." or "parcels," as the case may be. The cards should be withdrawn when delivery is effected.

(j) Mail to be forwarded or returned as registered, insured, or c. o. d. should not be deposited in the ordinary mail. It should be turned over to a postal employee for treatment in accordance with current instructions on the subject.

(k) In checking for lost mail, different records maintained for all classes of mail should be gone through before signature is taken for nondelivery on claim voucher.

(l) Complaints or inquiries involving domestic or international registered, insured, or c. o. d. mail should be made at the post office.

(m) A complete record should be made by the hotel, if possible, of ordinary parcels received daily and their disposition, showing when forwarded, whether by mail or otherwise, or returned to the sender.

(n) Some hotels notify senders of all uncalled for packages after they have been on hand for 10 to 20 days, advising the sender that the parcel is on hand and requesting advice as to its disposition. This keeps their parcel post down to a minimum, resulting in fewer losses and inquiries.

(o) As changes frequently occur in the personnel of large hotels, it is essential that close touch be kept with the management in the interest of uniform and efficient co-operation. A competent hotel employee is usually in charge of the mail desk, and the procedure to be followed should be explained to him fully, as well as the responsibility involved.

(p) The successful operation of this system of handling and checking hotel mail will depend on careful supervision in general by the post office employees concerned.

FORWARDING MAIL

Orders for Forwarding

108. Patrons desiring to have their mail forwarded must file with the postmaster at

the office of address a signed request giving the old address, the complete new address, specific information as to the time during which the order is to be observed, and indicating therein whether forwarding postage is guaranteed for matter other than first class. Form 22 (order to change address) is provided for this purpose. Forwarding requests not made in writing or by telegram, and those made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed (except requests made by the sender of matter of the second, third, or fourth class), shall be disregarded. The husband of an addressee is presumed to be her agent unless she has directed her mail to be withheld from his control.

109. Recording change of address orders.—

(a) *City and village carriers.*—When a patron of a city or village carrier route files a change of address or forwarding order, the order shall be recorded in the route directory by the carrier serving the old address. In the case of a change from one local carrier route to another, the order shall also be referred to the carrier serving the new address as information and for initialing, but will not be recorded by the latter. When no forwarding address has been received after the lapse of three days since the patron moved, suitable entry shall be made in the carrier's route book and on Form 3982. (See also ch. IX, art. 92.)

(b) *Rural and star route carriers.*—When a patron of a rural or star route files a change of address or forwarding order, the order will be recorded by the carrier serving the old address. In the case of a change from one local rural or star route to another, the order should also be recorded by the carrier serving the new address.

(c) *General delivery.*—A Form 3982 (record of change of address) should be placed in each separation in general delivery cases. When a general delivery patron files a change of address or forwarding order, the order shall be recorded on the appropriate Form 3982 in the general delivery case.

(d) *Box section.*—When a box patron files a change of address or forwarding order, the order shall be recorded in the box section. A "flag" of some description should be placed on the box to indicate that an order is on file for mail of the person named in the order.

110. *Forwarding postage guarantee.*—At the time each forwarding order is recorded, the entry should be endorsed to indicate whether forwarding postage is guaranteed with respect to out-of-town changes. This can be done by marking the entry with the letter "G" if forwarding postage is guaranteed for all types of mail; if the guarantee applies only to magazines and newspapers the entry should be marked "(G-2)"; if it

applies only to magazines, newspapers, and parcel post the entry should be marked "(G-2) (G-4)." If forwarding postage has not been guaranteed for both newspapers and magazines "(G-2N)" should be used to indicate postage guaranteed for newspapers and "(G-2M)" for magazines.

111. Period of validity.—Forwarding orders, except those applying to general delivery and second class matter, expire at the end of two years unless a shorter time is indicated. Orders for the forwarding of general delivery mail expire at the end of thirty days unless renewed in writing. Orders for the forwarding of second class mail are subject to the provisions of article 147 of this chapter.

112. Filing of orders.—After forwarding and change of address orders have been recorded, they shall be filed in one central alphabetical file.

Forwarding on Trial

113. Letters shall not be forwarded on trial. A postmaster at whose office a letter cannot be delivered may forward such letter to another office if he has special reason to believe it can be delivered therefrom.

Reforwarding

114. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

Matter not Requiring Additional Postage

115. First class.—Letters prepaid at one full rate, parcels fully prepaid at the first-class rate, postal cards, post cards, and official matter may be forwarded without additional charge.

Air mail weighing 8 ounces or less may be forwarded by air without additional charge. If such mail is returned to sender it shall be sent by surface means without additional charge. (See arts. 123 and 142 of this chapter as to forwarding and return of air parcels.)

116. Addressed to discontinued office.—Mail of any class addressed to a discontinued post office may be transmitted to such office as the addressee may designate, without additional charge, when the office to which such mail is ordered sent by the Department is not convenient for the addressee.

117. Readdressed due to change in delivery service.—Patrons of any office who, on account of the establishment of or a change in rural delivery service, receive their mail from the rural carrier of another office may have their mail sent to the latter office for delivery by rural carrier without a new prepayment of postage, provided they first file with the postmaster at the former office a written request to that effect. This is not construed as "forwarding."

118. Change of street address.—A change of street address only is not a "forwarding" and does not subject the mail to additional postage.

119. Addressed to persons in the service of the United States.—All mail addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee. Such transmission shall not be considered as "forwarding," and no additional postage shall be required therefor. To assure prompt delivery, mail sent to a person in the United States service should include in the address the complete designation of the organization, company and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid. This provision for the free transmission from one post office to another of all mail for persons in the United States service shall not apply to mail (other than that of the first class) for the members of the families of such persons.

Matter Requiring Additional Postage

120. Drop letters.—Drop letters, when forwarded, shall be rated for collection of additional postage for the difference between the amount already prepaid and the total postage computed at the first-class rate.

121. Second-class.—Second-class matter when forwarded shall be charged with postage at the transient second-class rate. See article 147 of this chapter as to method of forwarding.

122. Third- and fourth-class.—Third- and fourth-class matter shall be forwarded under the following conditions: (a) When of obvious value, whether or not forwarding postage is pledged by the sender or guaranteed by the addressee; (b) When it bears the sender's pledge to pay forwarding postage; and (c) When the addressee has guaranteed payment of forwarding postage. See also article 158 of this chapter regarding perishable matter.

Third- and fourth-class matter may be forwarded to a designated person other than the addressee when so directed by the sender in connection with his pledge to pay forwarding postage.

Third- and fourth-class matter, when forwarded, shall be charged with additional postage computed as if the matter were originating at the forwarding office.

Books prepaid at the rate prescribed in chapter III, article 140, when forwarded, shall be charged at the same rate or the parcel-post rate, whichever is lower.

Catalogs prepaid at the rate prescribed in chapter III, article 143, shall be charged at the same rate when forwarded.

123. Air parcel post.—All air parcels over 8 ounces in weight when undeliverable as addressed shall be promptly forwarded by air, if a new address is available, properly rated up at the applicable zone rate, unless the matter bears instructions of the sender to forward by surface means. This action shall be taken whether or not the matter bears a pledge of the sender to pay forwarding postage. However, postmasters should exercise discretion in forwarding air parcel post and if at the time of dispatch it is known that air transportation will not advance delivery, the article may be forwarded by surface means rated according to the class of matter involved.

124. Computation and collection of postage.—Forwarding postage shall be computed on each individually addressed piece, and not on the bulk weight of a number of pieces for the same addressee. Inscriptions not necessary to proper forwarding will subject the matter to new prepayment of postage. This includes advertisements of hotels, clubs, etc., forwarding mail for guests or members.

When mail is forwarded as provided herein the additional postage shall be collected on delivery by means of postage-due stamps.

125. Refusal to pay forwarding postage.—When the addressee at his new address refuses to pay the forwarding postage the matter shall be treated as undeliverable, and the postmaster at the office of original address notified on Form 3546 so that he may modify the forwarding order to prevent the future forwarding of mail of that class.

Matter Erroneously Delivered

126. Any erroneously delivered mail on being returned to the post office, and any mail which properly may be forwarded free and is addressed to the care of another and returned by him redirected, may be forwarded as if it had not passed from the post office. Mail which has been opened inadvertently upon misdelivery may be forwarded. See chapter IX, article 27, as to sealing such matter.

Supplying address on Misdirected Matter

127. The address on all misdirected ordinary mail which includes the name of a street, hotel, or other local identifying address showing that the mail is intended for delivery at another post office, may be corrected and the matter transmitted to its proper destination without payment of additional postage, provided that it is reasonably certain the mail can be delivered at the other office, and that the amount of postage originally prepaid is sufficient to cover the charge from the office of mailing to the correct office of delivery. This course shall be followed only where the address itself bears some tangible evidence clearly showing that the mail is misdirected.

Each piece of obviously misdirected mail transmitted to another office in accordance with the foregoing shall bear the postmark of the office where the address is corrected, with its current date, below or following the words "Deficiency in address supplied by" or some other stamp or endorsement giving like information.

Letters Under Cover to the Postmaster

128. Postmasters shall forward all first-class matter bearing one full rate of postage which may be received under cover from another post office with or without request to mail the same. Before forwarding they shall cancel the stamps and endorse such matter as follows:

"Received at _____, under cover from the post office at _____." When the name of the mailing office does not appear, the endorsement shall be made as indicated but leaving the last two spaces blank. The foregoing endorsement shall not apply to matter received for mailing under the provisions of chapter VIII, article 1 (matter received in bulk by freight, etc.), or to philatelic covers submitted by collectors or others.

Matter to Which Postage-Due Stamps Have Been Affixed

129. When at a city delivery office mail to which postage-due stamps have been affixed and canceled is forwarded to another post office within the United States, a numbered postage-due bill, stating amount due and name of the person from whom it is to be collected, shall be attached to and sent with the mail.

When domestic mail on which postage-due stamps have been affixed is forwarded to foreign countries, the postage-due bill, endorsed "Foreign letters forwarded," shall be attached to the "dead-letter bill" and sent to the central accounting postmaster.

USE OF FORM 3547

130. When the sender of ordinary third- or fourth-class mail desires to be notified of the new address in cases where the addressee has removed, or of the reason for nondelivery in the event the mail is undeliverable for any reason, he shall print in the lower left corner of the address side of the article the inscription "Form 3547 Requested." Each piece bearing this inscription shall also bear the name and address of the sender in the upper left corner of the address side.

When the addressee of ordinary third- or fourth-class mail bearing this inscription has removed and the new address is known, the postmaster at the office of original address shall furnish the new address to the sender on Form 3547, for which a postage charge of 2 cents shall be collected upon delivery thereof.

In cases where the addressee of such mail has removed and the new address is not known, or if the article is undeliverable for any reason (not merely because of removal), the piece of mail shall be returned promptly to the sender, legibly endorsed to show the reason for nondelivery. Mail matter so returned shall be rated for collection of return postage due at the regular rate for the class of mail involved. In these cases Form 3547 shall not be used.

The printing on mail matter of the inscription "Form 3547 Requested" shall constitute a guarantee on the part of the mailer that he will pay the charge for the notice, if one is sent, or return postage due if it is necessary to return the mail as undeliverable.

NOTE.—The use of Form 3547 applies only to third- and fourth-class matter sent out in the regular course of business for purposes other than merely obtaining addresses of patrons. It may not be used in connection with matter sent out primarily for the purpose of collecting past due accounts.

UNCLAIMED AND UNDELIVERABLE MATTER

First-Class Matter bearing Sender's Name and Address

131. (See art. 167 of this chapter for matter of the first class not bearing return card, and article 141 of this chapter for postal and post cards.)

Undeliverable first-class matter having one full rate prepaid and bearing the name and address of the sender shall be returned under the following provisions, without additional charge for postage:

132. Retention period specified.—A return card request to hold a letter for less than 3 days or more than 30 days shall be disregarded; except that a special delivery letter bearing the specific request that it be returned to the writer if immediate delivery cannot be made shall be so returned.

The sender of a letter bearing specific return request may by subsequent written instructions to the postmaster at the office of delivery lengthen or shorten the time originally allowed for delivery within the above limitations.

First-class mail bearing the sender's return request shall be returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail. Such matter placed in a post office box shall not be returned, except when the box is declared vacant.

First-class mail specifically addressed to street and number, building, rural route, or post office box, with or without a return request specifying a number of days, which cannot be delivered as addressed, and first-class mail which is properly endorsed "Re-

moved—Left no address" shall be returned promptly to the sender without regard to the number of days specified or implied by the return card thereon. Such mail shall not be placed in the general delivery nor held to await call.

Every piece of domestic first-class mail returned in accordance with the sender's return card shall bear on its face an endorsement of the reason for its return, as prescribed by article 165 of this chapter, and shall also be endorsed "Returned to writer" and bear a postmark of the office from which returned. The original address shall be canceled, but shall not be obliterated or rendered illegible.

133. Retention period not specified.—Ordinary mail of the first class (except that described in articles 132 and 137 of this chapter) bearing the name and address of the sender without a return request specifying a number of days, which after proper service remains undelivered, shall be returned to the sender at the expiration of:

Five days if intended for delivery by village or rural carrier.

Ten days if intended for general delivery service at an office having city carrier service.

Fifteen days at offices not having city carrier service, unless intended for delivery by village or rural carrier.

134. Official mail.—Unclaimed official mail sent under penalty envelope or label, or under frank of a Member of Congress and unclaimed reports and bulletins sent out from State agricultural colleges and from agricultural experiment stations, shall be returned to the office of mailing, if known. If the office of origin cannot be ascertained, such mail shall be sent to the post office at Washington, D. C.

135. Mail from White House, Senate, etc.—Undeliverable mail bearing the return card of the White House, the Speaker's room (House of Representatives), the United States Senate, or the House of Representatives, with or without postage stamps affixed, shall be returned direct to the Washington, D. C., post office and not sent to a dead letter or dead parcel post branch.

136. Drop letters.—A request upon a drop letter for its return to the writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage.

137. Letters bearing return cards of hotels, etc.—An unclaimed letter bearing the card of a hotel, school, or college, or other public institutions printed upon the envelope as an advertisement, shall not be returned unless the card includes a printed or written request for return.

138. Short paid.—An undeliverable letter or other matter of the first class bearing a return card and prepaid one full rate, but not wholly prepaid, shall be returned to the

mailing office to be delivered to the sender upon payment of the postage due.

139. Opened by mistake.—If a prepaid letter bearing a return card is opened by mistake and is undeliverable, it shall be returned to the writer without additional charge.

140. Letters addressed to "Santa Claus."—Postmasters may deliver fully prepaid letters received during December addressed plainly and unmistakably to "Santa Claus," without any other identifying address, to responsible charitable institutions or reputable individuals in the town or city of address who may desire to use them exclusively for philanthropic purposes. Letters of this character addressed for local delivery on which the postage is wholly unpaid or paid less than one full rate, also may be delivered to such institutions or individuals upon payment of the postage due. In the event that these letters are requested by more than one institution or individual, the postmaster shall distribute them in such proportions as he may deem proper. When no voluntary request is presented, postmasters shall forward all "Santa Claus" letters without delay to the proper dead letter branch.

Postal Cards and Post Cards

141. Undeliverable and unclaimed domestic postal cards and post cards, whether single or double or whether addressed for local delivery or otherwise, shall be treated as follows:

(a) All such single cards and double post (private mailing) cards without postage affixed to the reply portion and bearing the sender's return address in the upper left corner of the address side, together with a pledge to pay return postage, shall be returned charged with postage due at the rate of 2 cents each.

(b) All such double cards having postage affixed to the reply portion and bearing the sender's return address in the upper left corner of the address side, together with a pledge to pay return postage, shall be (1) endorsed to show reason for non-delivery and marked on the original portion with the usual inscription for return to sender, (2) reverse folded so that the address side of the reply portion is faced out, (3) postmarked on the face of the reply portion, and (4) returned without collection of additional postage.

(c) All such cards not bearing the sender's pledge to pay return postage shall be destroyed or disposed of as waste paper, except that such as are obviously obscene or scurrilous shall be treated as provided in chapter IV, article 5. Before being disposed of as waste, uncanceled stamps on such cards shall be canceled and written communications thereon shall be canceled or mutilated to prevent improper use of the correspondence.

Air Mail and Air Parcel Post

142. Undeliverable air mail weighing 8 ounces, or less, shall be returned to the sender by surface means without additional charge for postage.

Undeliverable air parcels over 8 ounces in weight shall be returned to the sender, or other person the sender may designate, by surface means unless the article bears specific instructions to return by air. When air parcels are returned by surface means the "Air Parcel Post" endorsements shall be crossed off and the articles rated for collection of postage at the appropriate rate for the class of mail involved. Parcels returned by air at the sender's direction shall be rated for collection of postage at the applicable zone rate.

Second-Class Matter

143. Local change of address.—When the address on copies of a publication is incorrect because of a local change of address on a city, village, or rural carrier route, or because of some other local change of address, the copies shall be delivered to the new local address without charge for 5 weeks, or until two successive issues have been published whichever period is longer, and Form 22-S shall be furnished to the subscriber at the new local address with a courteous request to use it promptly to notify the publication of his change of address. If copies bearing the old address continue to be received after the period prescribed has elapsed, the carrier servicing the subscriber's old address shall carefully and legibly write the new address near the original address or address label on the copies and then turn them over to the inquiry section or designated clerk. The inquiry section (or designated clerk) shall fill out Form 3579 by typewriter when practicable to show the subscriber's new address, also the complete name and address of the publication (including street and delivery zone numbers), and then attach the form to the copy near the old address, *but not over it*, and return the copy to the publisher charged with 2 cents postage due. (It is important that the name of the publication and not that of the publisher be shown.) Copies bearing the old address shall be returned in this manner until the address is changed, but if the change is not made within a reasonable time, the postmaster at the office of mailing should be requested by letter to call the publisher's attention to his failure to correct his mailing list.

144. Other than local change of address.—When copies of any publication are undeliverable as addressed for a reason other than a local change of address, or when forwarding postage is not guaranteed in case of a nonlocal change of address, the first undeliverable copy shall be endorsed to show the particular reason together with

the words "first copy" by the carrier or clerk who determines the fact that the copies cannot be delivered. The copies shall then be turned over to the inquiry section or designated clerk for preparation and affixing of Form 3579 and return of the publication as directed in paragraph (a). Copies bearing the same address received during the period of 5 weeks or until two subsequent issues shall have been published following the return of the first undeliverable copy shall be disposed of as waste unless they bear the publisher's pledge to pay return postage, in which case they shall be returned charged with postage at the transient second-class rate. Copies received after the expiration of that period shall be returned under Form 3579.

145. Two or more copies returned together.—When several undeliverable copies of the same publication bearing different addresses are returned to the publisher at one time, each under Form 3579, they should be securely tied together and a facing slip showing the name of the office to which they are being sent and the number of copies in the bundle should be placed on the package. However, in the event a number of copies of a publication bearing the same address accumulate in a post office box or elsewhere before the fact that they are undeliverable is ascertained, only one of the copies, preferably the latest issue, shall be returned to the publisher under Form 3579.

146. Records not to be maintained.—No record is to be maintained of undeliverable second-class mail. The date of the change of address in the carrier's route book (Form 1564) will show whether approximately 5 weeks have elapsed, or enable him to determine when not less than two issues shall have been published. From this it can be determined whether the publication should be forwarded or returned. The route book shall be marked "G" if all classes of mail are to be forwarded under the addressee's guarantee to pay the forwarding postage. If the guarantee applies only to newspapers and magazines, the route book should be endorsed "(G-2)." If it applies only to newspapers, magazines, and parcel post, the route book should be endorsed "(G-2)-(G-4)." If forwarding postage has not been guaranteed for both newspapers and magazines, "(G-2N)" should be used to indicate postage guaranteed for forwarding newspapers and "(G-2M)" for magazines. The carrier should mark "F" on the copies sent to the inquiry section before the expiration of the 5 weeks or two-issue period on which forwarding postage is guaranteed. In cases of temporary changes of address, the copies are not to be prepared for notification to the publishers but the route book should be marked with the let-

ter "T" to indicate only a temporary change in address.

147. Forwarding.—When a subscriber's change of address is other than local and a written guarantee has been filed on Form 22 or otherwise to pay forwarding postage or when the copies bear the publisher's pledge to pay forwarding postage, copies undeliverable as addressed shall be forwarded to the new address for a period of 5 weeks or until at least two successive issues have been published, rated with postage due at the transient second-class rate. Form 22-S shall be furnished to the addressee at the new address with the first forwarded copy. After 5 weeks, but not until at least two successive issues have been published, the copies received at the old address shall be returned direct to the publication under Form 3579. If the addressee refuses to pay the postage due, the postmaster at the forwarding post office shall be requested by letter to discontinue forwarding copies and to return them to the publication.

148. Refusal of publisher to pay postage due.—If a publisher refuses to pay the postage due on copies of his publication returned to him as provided in articles 144 and 145 of this chapter, the postmaster shall immediately obtain the publisher's statement of his reasons for such refusal and make a full report of the matter to the Bureau of Finance, Division of Newspaper and Periodical Mail.

149. Canadian second-class matter.—When newspapers and periodicals mailed by publishers in Canada as second-class matter are undeliverable in this country, they are to be treated in the same manner as domestic undeliverable second-class matter.

Printed Matter

150. Domestic printed matter including greeting cards, obviously without value which is not returnable, may be disposed of as waste paper. Such matter, when it bears postage-due stamps, shall be sent to the central accounting office for credit. Such matter need not be torn or mutilated unless such action is considered advisable to prevent improper use of correspondence.

NOTE.—Printed matter of obvious value means such as sheet music, pictures, photographs, books, or pamphlets likely to be of special use or value to the addressee. (See article 141 of this chapter regarding postal and post cards.)

Samples of Merchandise

151. Undeliverable samples of merchandise sent for advertising purposes, such as tooth paste, shaving soap or cream, toilet soap, hair tonic, needles, lead pencils, polishes, paints, or articles of a like character having a salable value, shall be sent to the proper dead parcel post branch. They

shall be listed on Form 1522 as one item, giving the number of articles and the name and address of each sender. Those having no salable value shall be destroyed and no record kept of their disposal.

Third- and Fourth-Class Matter

152. Parcels of the third or fourth class on which the address is illegible or obliterated shall be opened immediately by the postmaster or an employee designated by him to see if they contain information that will assist in delivery.

Third- and fourth-class matter undeliverable as addressed, if of no value and postage for forwarding or return is not guaranteed by either the sender or the addressee, shall be treated as dead matter and handled as provided in articles 150 and 169 of this chapter.

Undeliverable matter of these classes shall be returned to sender if of obvious value, whether return postage is guaranteed or not, unless it bears instructions of the sender to abandon, and regardless of value if the sender has pledged payment of return postage, or if the article bears a request for Form 3547.

Matter of these classes which is returned to sender shall be charged with additional postage computed at the applicable regular rates.

When the sender of third- or fourth-class matter desires that it be forwarded to the addressee or to some other person if undeliverable as originally addressed, or that it be returned to sender, he shall place thereon appropriate instructions and a pledge that the postage for such forwarding or return, or both, will be paid on delivery. This information shall be placed immediately under the sender's return card which shall appear in the upper left corner of the address side of each article.

When the sender refuses to pay forwarding or return postage in accordance with his pledge, a report of the facts shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, but further mailings of matter bearing such pledge shall not be refused until specific instructions to do so are received.

153. Refused parcels.—When the addressee of an ordinary fourth-class parcel of obvious value actually and unqualifiedly refuses to accept it, the parcel shall be immediately returned to the sender rated for collection of return postage.

154. At letter carrier offices.—Undeliverable matter of the third and fourth classes addressed for delivery at the office of mailing shall not be returned to the sender by letter carrier, or by rural carrier, without a new payment of postage on each piece.

155. At terminal offices.—"Nixie" matter of the second, third, and fourth classes of obvious value received at a terminal office

from postal transportation clerks shall at once be returned to the sender, if known, without additional charge for postage. Such matter shall be properly endorsed to show the reason for its return. If the matter is not of obvious value or the sender is unknown, it shall be treated as if the office receiving it were the post office of original address.

156. Matter of obvious value defined.—Matter of obvious value which cannot be returned to the sender shall be sent to the proper dead parcel post branch. Matter of obvious value is not only such as the postmaster may so regard, but includes all registered, insured, and c. o. d. matter.

Computation and Collection of Return Postage

157. All return postage shall be charged on individual pieces of mail and not on the bulk weight of several pieces being returned to the same sender. When any matter of the third- or fourth-class, or an air parcel over 8 ounces in weight, which has first been forwarded from the office of original address, is returned to sender, it shall be charged with postage for the forwarding as well as the return.

All additional charges for postage on such matter shall be collected by means of postage-due stamps upon delivery to the sender.

Perishable Matter

158. Sale of.—Undeliverable parcels containing live day-old poultry, dressed poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, nursery stock, eggs, hides and pelts, or other perishable articles may be disposed of by postmasters by sale through competitive bidding when there is insufficient time to forward them to the addressee at a new address or to return them to the sender before the contents would spoil. Postal employees are strictly forbidden to submit bids at such sales, nor shall bids be accepted from or on behalf of the original addressee of such perishable matter. The amount realized from the sale, less a commission of 10 percent but in no case less than 15 cents, shall be remitted to the rightful owner, or delivered at any time within 2 weeks to the rightful owner (or on his written order to another person), and a receipt obtained therefor. If the amount is remitted by money order, the name of the postmaster at the office where the matter was sold, and not the name of the addressee, shall be shown as the remitter. In case of doubt as to the rightful owner of the proceeds, instructions shall be obtained from the Department. If at the expiration of the 2-week period the net proceeds remain unclaimed, postmasters at district post offices shall transmit such proceeds, with a full explanation of the transaction, to the central accounting office for deposit as postal reve-

nues. Such proceeds originating at first-class offices or received at central accounting offices from district offices shall be deposited as postal revenues and accounted for as "Miscellaneous Receipts," in the quarterly account with a separate supporting schedule.

Postage-due stamps representing the amount retained as commission for the sale of the articles shall be affixed to the parcel or to a tag or sheet of paper attached thereto, canceled, and delivered with the matter to the purchaser.

159. Live baby chicks.—The following instructions apply to ordinary, insured, and c. o. d. shipments of baby chicks which cannot be delivered to the addressee or returned to the sender within 60 hours from the time of hatching. (See ch. IV, art. 39, as to mailing requirements.)

(a) Shipments that are delayed beyond the 60-hour limit by washouts, snow blockades, wrecks, and the like, shall be sold as provided in article 158 of this chapter. Postal transportation clerks shall turn such shipments into the nearest post office for treatment by the postmaster.

(b) If a shipment is unqualifiedly refused or it is definitely ascertained that for some other reason delivery cannot be made, and it cannot be returned to sender within the 60-hour limit, it shall be sold as provided in article 158 of this chapter. Sale must not be made to the addressee except as provided in the following paragraph (c).

(c) If a shipment is not promptly accepted by the addressee, it should be held for delivery until the expiration of the 60-hour period, if there is a possibility of effecting delivery within that time. If the shipment is not accepted within the 60-hour period it shall be sold. Sale must not be made to the addressee unless in the case of a c. o. d. shipment, the full amount is paid. If the shipment is sent as ordinary or insured mail and the price is not known to the postmaster, the addressee shall not be permitted to purchase the chicks after refusing to accept them.

(d) If the addressee accepts a shipment and then, because some of the chicks are dead or in bad condition, desires to remail it to the sender, the shipment must not be accepted. Employees are not permitted to certify to the number and condition of chicks upon delivery.

160. Destroyed by postmaster.—Perishable matter shall be delivered as promptly as possible, but if it cannot be delivered or sold and becomes offensive and injurious to health, postmasters may destroy it, or the injurious or offensive portion thereof. Under no circumstances shall such perishable matter be sent to a dead letter or dead parcel post branch.

161. Other disposition.—In case articles of a perishable nature, with the exception

of hides and pelts, cannot be sold through competitive bidding, they may be delivered to the proper local municipal authority to be distributed to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the matter may be delivered to any charitable institution or organization making application therefor; otherwise it shall be destroyed.

162. Record of disposition.—Postmasters shall keep a complete record of the receipt and disposition made of each piece of undeliverable perishable matter, in order that they may furnish at any time statistical information showing the number of perishable parcels sold, the proceeds therefrom, the amount retained by the Postal Service as commission, and the class of each parcel involved, that is, whether ordinary, insured, or c. o. d.

Matter Bearing Precanceled Stamps

163. Before matter bearing precanceled stamps is returned to the sender, the stamps shall be thoroughly defaced to avoid their reuse.

Matter Addressed to Foreign Countries

164. Mail addressed to foreign countries, posted in violation of law or treaty stipulation and bearing a return address, shall be returned at once without charge to the sender with reason for return properly endorsed thereon. All such matter without return address, except that of the first class in letter form, shall be listed on Form 1522 and dispatched to the proper dead parcel post branch, where it shall be treated and finally disposed of in the same manner as ordinary domestic matter, except that matter which is undeliverable and of obvious value shall be held in the dead parcel post branch for 6 months awaiting reclamation.

Endorsement—Reason for Nondelivery

165. Upon every undelivered article shall be endorsed or stamped the reason for nondelivery, using a term that is applicable and easily understood, such as: "Moved—left no address," "Unknown at address," "No such number," "No such street," "Refused," "Deceased," "Firm dissolved—no order," "In dispute," "House quarantined," or such other term as clearly explains the failure of delivery. When no other reason can be ascertained, the matter should be endorsed "Unclaimed." At offices having city or village delivery service, mail properly distributed to a carrier but which he is unable to deliver shall be endorsed by the carrier with the correct reason for nondelivery together with his initials and route number. In endorsing or stamping undelivered matter the original address or postmark shall not be defaced or obscured.

Mail, the further handling of which is to be at the office to which addressed, should

be treated as above, except that the initials of the carrier and the route number may be omitted.

DEAD MAIL

Where To Be Sent

166. Undeliverable matter of domestic origin which is not returned to senders (except that for which other treatment is provided), shall be forwarded to the proper dead letter or dead parcel post branches according to the following list: (a) *Dead-letter branches*.—Dead-letter branches are located at all central accounting offices and all other first-class offices having receipts of \$400,000 or more. (b) Dead parcel post branches for the States and Territories served are as follows:

State or Territory	Office to which sent
Alabama	Atlanta, Ga.
Alaska	Seattle, Wash.
Arizona	San Francisco, Calif.
Arkansas	New Orleans, La.
California	San Francisco, Calif.
Colorado	Omaha, Nebr.
Connecticut	Boston, Mass.
Delaware	New York, N. Y.
District of Columbia	Washington, D. C.
Florida	Atlanta, Ga.
Georgia	Do.
Guam	San Francisco, Calif.
Hawaii	Honolulu, T. H.
Idaho	Seattle, Wash.
Illinois	Chicago, Ill.
Indiana	Cincinnati, Ohio.
Iowa	Chicago, Ill.
Kansas	Saint Louis, Mo.
Kentucky	Cincinnati, Ohio.
Louisiana	New Orleans, La.
Maine	Boston, Mass.
Maryland (Eastern Shore)	New York, N. Y.
Maryland (except Eastern Shore)	Washington, D. C.
Massachusetts	Boston, Mass.
Michigan (Lower Peninsula)	Chicago, Ill.
Michigan (Northern Peninsula)	Saint Paul, Minn.
Minnesota	Do.
Mississippi	New Orleans, La.
Missouri	Saint Louis, Mo.
Montana	Seattle, Wash.
Nebraska	Omaha, Nebr.
Nevada	San Francisco, Calif.
New Hampshire	Boston, Mass.
New Jersey	New York, N. Y.
New Mexico	Fort Worth, Tex.
New York	New York, N. Y.
North Carolina	Washington, D. C.
North Dakota	Saint Paul, Minn.
Ohio	Cincinnati, Ohio.
Oklahoma	Fort Worth, Tex.
Oregon	Seattle, Wash.
Pennsylvania	New York, N. Y.

State or Territory	Office to which sent
Puerto Rico	San Juan, P. R.
Rhode Island	Boston, Mass.
Samoa	San Francisco, Calif.
South Carolina	Atlanta, Ga.
South Dakota	Saint Paul, Minn.
Tennessee	Atlanta, Ga.
Texas	Fort Worth, Tex.
Utah	San Francisco, Calif.
Vermont	Boston, Mass.
Virginia (except Accomac and Northampton Counties)	Washington, D. C.
Virginia (Accomac and Northampton Counties)	New York, N. Y.
Virgin Islands	San Juan, P. R.
Washington	Seattle, Wash.
West Virginia	Washington, D. C.
Wisconsin	Saint Paul, Minn.
Wyoming	Omaha, Nebr.

167. *First-class matter of domestic origin*.—Dead matter of the first class except parcels paid at the first class rate reaching any central accounting post office or other office of the first class having receipts of \$400,000 or more shall be treated in the dead letter branch of that office. Such matter reaching any other office shall be sent to the dead letter branch at the central accounting post office.

168. *Letters of foreign origin*.—Undeliverable letters of foreign origin, other than those originating in Canada and Mexico, which do not bear return cards shall be forwarded to the proper exchange office for return to the country of origin.

Undeliverable letters originating in Canada and Mexico which do not bear return cards are to be dispatched unopened to the nearest dead letter branch at Boston, Mass.; New York, N. Y.; Chicago, Ill.; San Francisco, Calif.; or Washington, D. C.

Undeliverable letters originating in the Canal Zone shall be treated as of foreign origin.

169. *Third- and fourth-class matter of obvious value*.—Undeliverable matter of the third and fourth classes of obvious value and undeliverable parcels and parcel post matter charged with postage at the first-class rate shall be sent to the dead parcel post branch, except that such matter bearing postage due stamps for which credit is claimed shall first be sent to the central accounting post office for adjustment of the claim.

170. *Claims for credit for postage-due stamps*.—All postmasters shall transmit undeliverable matter bearing canceled postage-due stamps to the central-accounting postmaster for credit or reimbursement of the claim involved and for treatment of the dead matter which accompanies the claim. The dead mail matter upon which canceled postage-due stamps have been affixed shall

be given original and final treatment in the central-accounting office.

When a postage-due bill is not returned from the post office to which sent, or is returned without stamps, postmasters may obtain credit for the value of the postage-due stamps by making special claim therefor. A duplicate postage-due bill shall be made out from the stub of the original, endorsed in the blank space at the end, "Duplicate; original not returned," or "original returned without stamps," and transmitted to the central-accounting postmaster.

When postage-due stamps are attached to a postage-due bill which is returned to the post office from which received and the matter with which such bill was received cannot be delivered, or when postage-due stamps are inadvertently placed and canceled on domestic mail which cannot be delivered, special claim for the amount of such stamps shall be made by postmasters at the time such matter is sent to the central-accounting postmaster.

When domestic mail to which postage-due stamps have been affixed and canceled is forwarded to a foreign country, special claim shall be made for the amount of such stamps at the time the postage-due bill is forwarded to the central-accounting postmaster, and when postage-due stamps have been affixed and canceled on foreign mail which cannot be delivered, special claim shall be made for the amount of such stamps at the time such matter is forwarded to the central-accounting postmaster.

The notice (Form 1503) received from the Bureau of Finance, Division of Letter and Miscellaneous Mail, of the amount allowed for postage-due stamps shall be kept on file in the central accounting post office. Credit for the amount of such stamps shall be claimed by central-accounting postmasters in their quarterly stamp account under Item 16.

Claims for credit for postage-due stamps affixed to undeliverable matter at all offices shall be transmitted with such matter to the central-accounting postmaster, who shall make reimbursement in postage stamps.

Central-accounting postmasters shall obtain credit on Form 1503 for uncanceled postage stamps sent to reimburse postmasters for canceled postage-due stamps, and also credit for canceled postage-due stamps affixed to dead mail matter at their offices. At the close of each quarter these forms shall be transmitted to the Bureau of Finance, Division of Letter and Miscellaneous Mail, Washington 25, D. C., for adjustment of the credit.

Treatment at Office of Address and Preparation for Transmission

171. Retention period.—Unclaimed mail including special delivery matter shall be held at post offices of the fourth class for

1 month, and at all other offices 2 weeks, with the following exceptions: (a) At city delivery offices letters not bearing return cards and not addressed to indicate that they are intended for "General Delivery" or that the addressee is a transient, shall be held 1 week. (b) At letter carrier offices, matter addressed "General Delivery" or bearing other indication that the addressee will call shall be held 10 days. If at the expiration of the proper retention period the unclaimed mail remains undelivered, first-class matter of domestic origin and third- or fourth-class matter of obvious value shall be sent to the proper dead letter or dead parcel post branch in regular returns once each week, except that first-class offices shall make returns of first-class matter daily.

172. Matter bearing postage-due stamps.—Matter bearing postage-due stamps which cannot be delivered shall be sent to the central accounting office. Such mail shall be tied in one package, with a written statement as to the amount of such postage-due stamps, and enclosed in a wrapper or envelope plainly marked on the outside "Postage-due matter." At city delivery offices each class of matter shall be tied in separate bundles and a facing slip put on each bundle stating the number of pieces therein and the amount claimed for postage.

173. Backstamping and endorsing.—In making up returns to be sent to the dead letter or dead parcel post branch, every piece of mail shall be endorsed to show the reason for nondelivery and backstamped by the office making such dispatch.

174. Records and lists of matter submitted.—A memorandum giving the date and number of pieces transmitted shall be sent from other than letter carrier offices with every return. Letter carrier offices shall use "Dead Letter Bill" Form 1561.

Each piece of third- or fourth-class matter shall be listed on Form 1522. The original of the form shall accompany the matter to the dead parcel post branch, and the duplicate shall be retained in the post office making the return.

Hotel matter shall be accompanied with a statement showing the number of pieces transmitted, and sent separately from other unclaimed matter.

175. Money and uncanceled postage stamps found loose in the mails.—Postmasters at post offices having receipts of \$400,000 or more receiving money or uncanceled postage stamps found loose in the mails shall, if they are unclaimed, retain the same for 1 month, and shall keep a complete record of such matter, with full particulars that may enable the rightful owners to identify and receive their property without loss of time. These postmasters may deliver such matter to the proper claimants, and take receipts therefor upon blanks provided for the purpose.

They shall make every effort to match or identify such money or articles with losses or deficiencies coming to their knowledge in registered, insured, collect-on-delivery, or ordinary mail, and shall if possible deliver them to the proper owners at the same time as the letters or packages from which they became separated are delivered, or as soon thereafter as possible.

Postmasters at all other offices receiving from any source money or uncanceled postage stamps found loose in the mails shall make weekly returns thereof to their central accounting office, and shall include therein all such matter on hand at the time of making the returns. Each article of this matter shall be enclosed in a separate envelope or wrapper, endorsed with a description of the article and a statement of when and where found. Such packages shall be numbered and described on Form 1522. Stamps may be transmitted in bulk, but the list shall show the number of each denomination and the total value of the entire return. Dispatches shall be made by official registered mail when the value thereof is \$1 or more.

176. Articles of merchandise found loose in the mails.—Weekly returns shall be made to the proper dead parcel post branch of all unclaimed articles of merchandise found loose in the mails and received from all sources. All such matter on hand at the time of such return shall be included therein. Each article of such matter shall be enclosed in a separate wrapper, endorsed with a description of the article and a statement of when and where found. Such packages shall be numbered and described on Form 1522.

Make-Up and Dispatch

177. Dead matter which is to be sent to a dead letter or a dead parcel post branch shall be made up as follows:

(a) *Unclaimed matter.*—That which is not called for and cannot be delivered or returned to sender.

(b) *Refused matter.*—That which for any reason the parties addressed decline to receive.

(c) *Illegible matter.*—That which having reached the office of destination is so illegibly or imperfectly addressed that it cannot be ascertained for whom it was intended.

(d) *Hotel matter.*—That which has been delivered at a hotel or public institution, or to a consul, agent, or other public officer, or to an individual who is in the habit of receiving mail for transient persons, and which has been returned to the post office as unclaimed.

178. Dispatching.—The various separations of matter to be returned shall be wrapped and securely tied in one parcel addressed "Postmaster, ----- (post

office of dead letter or dead parcel post branch)," and endorsed "Return of unclaimed matter from ----- (name of post office)." A penalty envelope may be used for the address label, but shall be fastened securely to the parcel. When a return of first-class matter is too bulky to be tied in one parcel, a pouch shall be used so that all the matter will be received together; but returns of third- and fourth-class matter shall be enclosed, so far as practicable, in locked mail sacks.

All matter to be sent to dead letter and dead parcel post branches shall be dispatched by ordinary mail; except that money, stamps, and small articles such as jewelry, of a value of one dollar or more, and all registered matter, shall be dispatched as registered mail under cover of a pouch or jacket.

Treatment of Dead Mail in Dead Letter and Dead Parcel Post Branches

179. All dead matter received at a dead letter or dead parcel post branch shall, as far as circumstances and conditions permit, be returned to senders; except such as is obviously of no value. Such matter which is not returned to sender shall be disposed of as provided in articles 181 to 187 of this chapter.

180. Opening dead letters.—Dead letters shall be opened for the purpose of determining the names and addresses of senders or addressees, but they shall be opened only by employees designated for that purpose by postmasters at dead letter branches. Every letter containing a valuable enclosure shall be endorsed with the name of the person opening it and a brief memorandum describing the enclosure. When a letter is found to contain money, a record of the address and the amount shall be made immediately by the person who opens it. This record and all such letters, together with all other letters containing enclosures of value, shall be delivered at the close of each day to a clerk designated to receive them.

181. Fee for return to sender.—A fee of 5 cents for the return to the writers of ordinary letters and parcels of the first class which do not bear the return address of the sender shall be collected by means of postage-due stamps. The amount to be charged shall be indicated on official or penalty envelopes before dispatch to post offices from a dead letter branch. All ordinary letters containing \$1 or more in cash, and valuable first-class parcels, shall be sent as official registered mail to postmasters for delivery to the rightful owners, charged with the minimum registry fee for such service in addition to the fee of 5 cents charged for the return. All charges shall be collected by means of postage-due stamps. The total amount to be collected shall be indicated upon the proper receipt form before dis-

patch. Postmasters at all dead letter branches shall keep a record on Forms 4911 and 4913 of the number of letters returned to the writers subject to the collection of the return fee, and the number of letters and articles returned subject to the collection of both the return and registry fees.

182. Disposal of valuable enclosures and letters containing them.—(a) *Records.*—Suitable record shall be kept of all articles containing money, negotiable paper, notes, drafts, money orders, wills, checks, deeds and other valuable and important papers, valuable personal photographs or pictures, and more than 5 cents in postage stamps. Such of the matter as cannot be restored to proper claimants shall be filed for reclamation.

(b) *Government securities.*—Unregistered Government bonds, Government bond coupons, and other securities of the United States (with the exception of postage stamps, war savings stamps, and thrift stamps), and all other negotiable property susceptible of being converted into cash, which are found in unclaimed letters or found loose in the mails, shall be converted into cash if not reclaimed after the expiration of one year, and the proceeds accounted for in A/C 042.

Any war savings securities, either registered or unregistered, found in unclaimed letters or found loose in the mails, if affixed to a certificate or card on which the name of a person has been inscribed, shall be transmitted to the Secretary of the Treasury, Division of Loans and Currency, Washington 25, D. C., for disposition. If they are not affixed to a certificate or card or folder on which the name of a person is inscribed, they shall be sent to the Bureau of Finance, Division of Postal Finance, for redemption. The proceeds therefrom shall be accounted for in A/C 042.

(c) *Money.*—Money enclosed in a letter which cannot be restored to the owner shall be kept in such letter during the year allowed for reclamation. Before such letters are filed, a record in ink shall be made on the envelope or cover showing the amount of money contained therein. A permanent book record shall be kept to show the amounts contained in all letters filed, withdrawn from file for delivery to owners, or for deposit as part of the postal revenues, and the amount of such money on hand at the close of business each day. After the expiration of the time allowed for reclamation the money in unclaimed letters shall be removed and deposited at least once a month, and accounted for in A/C 042. The letters and correspondence shall be destroyed. Each employee through whose hands such matter passes shall receipt and account for it. Unclaimed postage stamps

after expiration of time for reclamation shall be destroyed under proper supervision by burning in the presence of a witness, and a record kept of their value.

183. Disposal of letters without valuable enclosures.—Letters without valuable enclosures shall be returned to the writers, as far as possible, subject to a charge of 5 cents each, and a record thereof shall be kept in accordance with article 181 of this chapter.

Letters containing personal correspondence only not returned to the writers shall be mutilated by tearing across two ways, and shall be sold as waste paper. Undeliverable advertising matter mailed under first-class postage shall be sold as waste paper without mutilation.

184. Disposal of printed matter.—Undeliverable printed matter obviously without value shall be sold as waste paper, except that if appropriate in character and not classed as merchandise, undeliverable magazines and other periodicals, illustrated papers, and picture cards may be disposed of to such hospitals, asylums and other charitable and reformatory institutions as the Bureau of Post Office Operations may direct.

185. Opening parcels and recording contents.—Parcels which do not bear on the wrapper the names and addresses of both senders and addressees shall be opened immediately to see if they contain information that will assist in delivery. Parcels which do bear the names and addresses of both senders and addressees should not be opened, except when they show evidence of having been damaged or tampered with, or that they contain perishable or other matter liable to attract rodents or other vermin or to cause damage to other mail when filed. A record of the contents and addresses if any shall be made for all packages so opened.

186. Retention and disposition of contents of parcels.—When the foregoing parcels or contents cannot be delivered or returned to senders, they shall be held in the file awaiting reclamation for the following periods from date of recording: All matter from the ordinary mails, 60 days; all matter addressed to foreign countries, posted in violation of law and treaty stipulations except first-class mail in the form of letters, that is found upon examination to contain merchandise or other valuable enclosures, 6 months, after which claims for reclamation may not be allowed.

Packages containing medicine, perishable articles, liquids, or articles of a like character liable to injure other matter with which they come in contact, or to attract rodents or vermin, shall be destroyed as soon

as it is ascertained that they cannot be returned to the owners, and a suitable record shall be kept of all articles thus destroyed.

All articles remaining unclaimed at the expiration of the time prescribed shall be disposed of by public sale. Postal employees are strictly forbidden to submit bids at auction sales of unclaimed merchandise.

An account shall be kept of the proceeds of sales of dead matter, and the net amount realized shall be deposited by postmasters and accounted for in A/C 042 of the Quarterly Postal Account, with a separate supporting schedule.

A parcel of fourth-class mail returned to the sender from a dead parcel post branch shall be charged with postage at the zone rate from such branch, together with an additional charge for postage at the zone rate from the post office where the matter was originally detained to the dead parcel post branch.

187. Disposition of weapons and guns.—Any weapons which may be correctly classified as antiques, such as antique flint and powder charge pistols, may be sold at public auction, but pistols and revolvers which cannot be so classified may not be sold. Rifles, shotguns, and combination rifles and shotguns may be sold in States where it is

definitely known that local or State permits are not required for their possession.

Rifles, shotguns, combination rifles and shotguns, pistols and revolvers, etc., which cannot be sold in accordance with the above instructions may be turned over to local law enforcement agencies or to local branches of the Army, Navy, or National Guard, if they are desired by such branches or agencies. Proper receipts should be obtained for all articles so delivered, and report thereof made to the Bureau of Post Office Operations.

Postmasters who have on hand for disposition various parts of rifles or other weapons should make no attempt to assemble them but should sell the various parts as junk.

Articles which cannot be disposed of as outlined above should be destroyed and sold as junk, care being exercised to see that the weapons are made completely unserviceable before sale.

188. Quarterly reports.—Promptly at the close of each quarter, postmasters at dead letter branches shall submit to the Bureau of Post Office Operations, Division of Clerical Service, a report of the dead letter work at their offices on Form 4913.

CHAPTER VII

Mail Handling, First-Class Offices

Art.

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NONDIVISIONAL OFFICES

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1. The instructions contained in this chapter will govern the organization and conduct of mail handling activities at post offices of the first class. Articles 2 to 48 apply to two-division offices, those having receipts of \$500,000 or more, and articles 49 to 95 apply to nondivisional offices, those having receipts of less than \$500,000. Postmasters who for any reason find it impracticable to follow these instructions should make full explanation to the Department of any deviations therefrom. Chapter II, articles 80 to 85, and chapter IX, articles 79 to 137, must be considered in connection with these instructions.

TWO-DIVISION OFFICES

Supervision

2. *Superintendents of mails.*—(a) The general superintendent of mails or the superintendent of mails (as the case may be) shall exercise general supervision over the entire division of mails, including the delivery service, classified stations and branches and the vehicle service.

(b) Where an assistant general superintendent of mails is authorized, he shall assist the general superintendent of mails in all matters pertaining to mailing activities and shall perform such other duties as may be assigned. An assistant superintendent of mails should be in charge of the office staff of the superintendent of mails at offices with annual revenues of over \$5,000,000

but less than \$7,000,000 a year, and at offices with revenues below \$5,000,000 a foreman or clerk in charge should be in charge.

(c) The general superintendent of mails, the assistant general superintendent of mails and the superintendent of mails should spend a great portion of their time on the workroom floor and should be familiar with all sections over which they exercise supervision. They should give personal attention to organization and clerical requirements at stations and branches. The superintendent in charge of carriers should observe the work of carriers at the main office, stations, and branches. The superintendents in charge of the outgoing and incoming mails should exercise active supervision over their sections and should spend the greater portion of their time on the workroom floor. These supervisory officials should vary their schedules to the extent necessary to obtain first-hand knowledge of the conditions of the work under their supervision so that they will be in a position to instruct their assistants in the supervision of expenditures, the assignment and detail of employees, and the prompt and efficient handling and delivery of mail.

3. *Carrier supervision.*—The superintendent in charge of carriers shall supervise all features of the delivery service. Collection schedules shall be prepared by him and approved by the general superintendent of mails. Route inspections and adjustments shall be under the direction of the superintendent in charge of carriers. Where a

superintendent in charge of carriers is not authorized, the delivery service shall be in charge of a senior assistant superintendent of mails or assistant superintendent of mails, the over-all supervision to be under the superintendent of mails.

4. Supervisory conferences.—At frequent intervals the postmaster should confer with the assistant postmaster, general superintendents of finance and mails or superintendent of mails, and with the other principal supervisors. It is the postmaster's responsibility to know that such positions are filled with competent employees that understand and satisfactorily perform supervisory duties assigned to them. Two or more competent supervisors should be taught to make surveys at such times as reports of unsatisfactory service or determination of manpower requirements indicate the desirability thereof. It must be understood that one of the principal reasons for surveys is a desire to improve the character of supervision. Unless this is accomplished, no lasting benefits can be obtained.

5. Responsibility of supervisors.—It is the purpose of the Department to hold all supervisors to a strict accountability for their actions and for the results obtained. It is, therefore, necessary to establish among the employees a proper respect for the authority of their immediate supervisor and for the head of their particular division or section. The assistant postmaster, general superintendent of mails, superintendent of mails, general superintendent of finance, superintendent of finance, superintendent of money orders and superintendents of sections will exercise general supervision and see that other supervisors are familiar with their duties and are held responsible for the operation of their particular sections. As occasions arise all superintendents of sections and assistant superintendents shall submit reports to the general superintendent of mails or superintendent of mails concerning their observations relative to service matters, subordinate supervisors and personnel, and make recommendations for improvements. In this connection, supervisors should encourage the employees to make suggestions for improvements of equipment and methods of handling the work to effect economies and to promote the efficiency of the service.

6. Complaints and correspondence.—(a) All Department correspondence and all complaints shall be handled personally by the postmaster or under his immediate supervision. Communications addressed to the Department shall be signed by him. All correspondence shall be conducted in the name of the postmaster, that relating to the finances of the office to be handled under the direction of the assistant postmaster or the general superintendent of finance, and that relating to mail handling, under the

direction of the superintendent of mails or the general superintendent of mails.

(b) A centralized complaint file shall be maintained in the office of the postmaster or assistant postmaster. This file shall be arranged by subjects, such as late deliveries, delays to outgoing mails, delays to incoming mails, errors in distribution of box mail, unsatisfactory window service and unsatisfactory collection service. Correspondence filed under each subject should be arranged alphabetically by name of complainant. Correspondence completed in division offices should be forwarded to the postmaster's office for filing in the complaint file, copies of replies being retained in the respective division offices. Letters of reply to complaints should be prepared for the signature of the postmaster. All oral complaints wherever received shall be treated in the same manner as written complaints, initial action to be based on memoranda prepared by employees to whom such complaints are made.

7. Assignment of supervisors.—Supervisors must be properly assigned if the work is to be handled efficiently and economically. Titles should be fixed in accordance with the responsibilities of the position and not the qualifications of the individual. An experienced senior assistant superintendent should ordinarily be assigned to have general supervision of the workroom floor on the day tour and the principal night tour in the large offices and he shall be responsible for the proper coordination of the working forces. An experienced senior assistant superintendent may also be assigned to have general supervision of the workroom floor on the overnight tour where a large crew is on duty. At offices where postal receipts are between \$1,500,000 and \$7,000,000 per annum, a senior assistant superintendent of mails should be in direct charge of the delivery service, and should act in the absence of the superintendent of the mails. Desk assignments for supervisors in the mail handling unit should be avoided wherever possible.

Distribution Schemes

8. Examinations on.—All scheme examinations should be conducted at a central point, and under the supervision of the general superintendent of mails or the superintendent of mails. The examination should include such questions as will test the knowledge of the employee concerning his responsibility to protect the revenues, including those from metered and non-metered permit mail.

9. Foreman to be familiar with.—Foremen and clerks in charge should be familiar with the various distribution schemes of the office and at irregular periods should make verifications of the distribution performed by each clerk. It is contemplated that this

work will be divided among these supervisors and not that all of them will be required to familiarize themselves with all schemes. If verification of a clerk's distribution discloses that he habitually makes an unusually large number of errors, he should be required to take a scheme examination.

Interchange of Forces

10. (a) Clerical employees should be shifted from one section to another as necessity arises for an augmented force in any particular section. Supervisors from the incoming section and other available supervisors should be used to augment supervisors in the outgoing section during the rush periods. The senior supervisor in charge of the workroom should be available during the rush hours for the purpose of coordinating the forces in the incoming and outgoing sections. Supervisors should release clerks for return to the incoming section as soon as conditions warrant, advising the senior supervisor when such employees are released.

(b) Special attention should be given to provide sufficient clerks for the outgoing and incoming letter sections to distribute mail collected in the morning in order that local business mail can be delivered the same day. To accomplish this, the regular day crews should be augmented by details from other sections of the office, such as inquiry and directory section and superintendent of mail's office.

Personnel

11. *Seniority.*—The instructions in chapter II, articles 164 to 169, should be carefully followed. Except in cases of emergency, day tours should be given to regular employees.

12. *Substitutes.*—(a) *Instruction of.*—Special efforts should be made to teach all substitutes the proper and most efficient methods of handling all post office work to which they may be assigned. A substitute, upon appointment, should be assigned to a particular supervisor for the purpose of instruction. It shall be the duty of the supervisors to whom the substitutes are assigned to personally supervise their scheme study with a view to assisting them in qualifying for the proper performance of their duties. All substitute clerks shall be required to qualify on the city primary scheme and on at least one secondary city or mailing scheme. These instructions as to scheme qualification are mandatory. Where it is not necessary to call on substitute carriers to perform distribution, it is not contemplated that they be called up for scheme examinations unless they request clerical work. At offices where service needs require use of substitute carriers on distribution, the postmaster should then require substitute carriers to qualify on schemes.

(b) *Assignment of.*—Particular attention should be given to the necessity and importance of maintaining, at all times, an ample number of employees qualified and experienced on city distribution. Qualifying on schemes by substitute employees does not, in itself, make finished distributors, and it is necessary that such employees have actual practice in the distribution of city mail. The regular force assigned to the evening tour in the city distributing section should be so limited as to provide some distribution practically daily by substitutes employed in the mailing division during the peak period, to dispose of the city mail that accumulated during that time. Such organization may be perfected by not only limiting the number of regular employees assigned to this tour in the city distributing section, but may be accomplished by the transfer of city distributors to the mailing section during the peak period, the work ordinarily being performed by city distributors being subsequently performed by substitutes.

Ordinarily it is not intended that substitutes be assigned to the finance or registry sections or to stations or branches. Replacements for vacations, sick leave, and other known or anticipated absences, where full replacement is necessary, should be made by the detail of regular clerks. If practicable, the clerk so detailed should be the one who is next in line for the position, or an equivalent position, by reason of seniority. Substitutes should all be assigned to the evening tour and not called for duty until actually needed. They should be employed in the handling of outgoing mails until the distribution is completed and then employed as long as may be necessary to insure complete distribution of city mail for the first morning delivery.

13. *Late tours.*—The midnight or late tour in the city section should be limited to the number of regular clerks necessary to handle the incoming mails received after midnight.

14. *Compensatory time.*—Under ordinary conditions, Saturday, Sunday and holiday service should be performed by regular employees insofar as possible, and should be restricted to the minimum consistent with service needs. Careful attention should be given to the scheduling of compensatory time. It should be scheduled according to the volume of mail to be handled, with a view to granting the maximum amount on lighter days and using a minimum of substitute replacement. (See ch. II, arts. 181 to 185, as to granting compensatory time.)

Centralized Distribution

15. So far as practicable the distribution of incoming and outgoing mail should

be centralized at the main post office or at an annex centrally located.

Outgoing Mails

16. Collection service.—(a) The collection service should be given first attention in a survey of the working units of the mailing division. Interstation service is to be taken up at the same time. It will be useless to attempt any study of the work in the office until it is known that the flow of mail into the office is properly regulated.

(b) Detailed instructions concerning collection service are contained in chapter IX, article 122. The collection service must be coordinated with the outgoing mail activities in order to render the most efficient service.

(c) For collection purposes, the postal district should be separated into zones according to the character of the territory, and collection schedules should be fixed in conformity with important train and air dispatches and the volume and importance of the mail to be collected. The first zone will be the business district where a large number of collections are necessary. Many of these collections should be made by foot collectors who will deposit in relay boxes located at convenient places for pick-up by vehicles which make frequent trips. It may be found necessary at the larger offices to make collections from the relay boxes and large office buildings at intervals of 15 to 20 minutes during the peak period. Special trips should be made to factory districts and to outlying business sections between 5 and 6 p. m. If collections are properly scheduled, the bulk of the mail will be in the post office not later than 6:30 to 7 p. m. Frequent collection of mail from boxes is of no advantage unless there is a corresponding frequency of delivery of collections at the distributing point.

(d) In order to determine the promptness of handling of outgoing letter mail, at least 12 test letters should be deposited at separate points in the business section between 5:45 p. m. and 6 p. m., addressed to post offices on different secondary distribution cases, and recovered at such cases at the time they are distributed to proper separations. A table should be prepared to show where the letters were deposited, time deposited, time of postmark, and time recovered at secondary cases. These tests should be conducted at frequent intervals and at least once each quarter. Tests should also be made each quarter to determine whether collections are being made as scheduled on each route, foot and mounted, not covered by the above tests. At least one test letter addressed for local delivery should be deposited on each foot and mounted collection and delivery route, deposits to be made in different collection boxes each quarter. The tests will be reviewed and initialed by the superintendent

and other supervisors involved; after which they will be filed for 2 years.

(e) The quick clean-up collection requires a large number of collectors for a few hours in the evening. Ordinarily, better results can be obtained if substitutes are used in this service. Where a large number of collectors are used it is not necessary that all of them come to the post office with their mail. Those working in the outer zones should deposit their collections at convenient points to be picked up by collectors operating in the inner zones who do come to the post office.

(f) Late motor vehicle dispatches from classified stations should be so scheduled as to insure the receipt of station first-class mail at the central distribution point not later than 7 p. m., if at all practicable, consideration being given to train and air dispatches.

17. Letter mail.—(a) *Units of supervision.*—It is very important that the mail be properly and expeditiously handled and for this purpose, at peak periods, the mailing section should be divided into units of supervision, such as the facing tables and canceling machines, the primary cases, and the secondary cases and pouch racks. One or more supervisors should be assigned to each unit and made directly responsible therefor.

(b) *Arrangement of workroom floor.*—Facing tables, canceling machines, primary cases, secondary cases, and pouch racks should be arranged on the workroom floor in the order named to insure the steady movement of the mails in one direction from the pick-up tables to the pouch racks. Where floor space and furniture arrangement will permit, consideration should be given to the location of racks for pouches near the respective final distribution cases. For example, pouch racks for the North States distribution should be located near these cases; East States racks should be located near the East States cases, and pouches for mail for States worked according to R. P. O., H. P. O., or standpoint schemes should be located near the corresponding distribution cases.

(c) *Facing mail.*—Outgoing letter mail should be placed on facing tables immediately upon receipt on the workroom floor, a sufficient number of facing tables being provided for that purpose. Every effort should be made to promote facing of mail by the public. Mail received already faced should be segregated and placed on a separate table provided for that purpose. At least one canceling machine should be placed on casters and made available where needed. There should be no accumulation of mail between the canceling machines and the primary cases, but all mail should be placed on the ledges of primary cases as rapidly as canceled, if it

can be so placed without mixing postmarks.

(d) *Special delivery and air mail.*—Particular attention should be given to the proper segregation and *immediate* handling of air mail, special delivery, and large pieces of first-class matter, and to the distribution and dispatch in order of receipt.

(e) *Primary distribution.*—The primary case should have not more than 35 separations. However, where it can be proved that a large number of separations would be advantageous, the Department will give consideration thereto upon receipt of a detailed statement of facts. The primary should require no scheme study or knowledge of hold-out offices and should provide a large box for city; boxes for the State in which the office is located; boxes for each of the nearby States for which mail is distributed by R. P. O., H. P. O., or standpoint schemes, and boxes for geographical sections. Distant States should be grouped by geographical sections, such as North, East, South, West, and mail for each group thrown into one box in the primary. The remaining boxes should be used for directs selected to dispose of the maximum quantity of mail on the initial handling. Usually separations for cities should not be placed on primary cases unless a division of mail for the State in which the city is located is otherwise necessary.

Two or more alphabetical separations, depending upon the volume of mail, should be made on the outgoing primary case of mail for the State receiving the largest volume, which is generally the State in which the office is located. The number of separations should be such that at least 85 to 90 percent of the mail will be distributed to directs in the alphabetical cases.

A sufficient number of mail handlers or clerks, preferably the less experienced substitutes, should be assigned to withdraw mail from primary cases and place it on the ledges of the secondary cases during peak periods. This work must be closely supervised to insure the prompt withdrawal of all mail from the primary cases, including matter to be hand-stamped, postage-due mail, damaged mail to be officially sealed, city mail, and direct tie-outs. A uniform method of placing mail on the ledges of the primary and secondary cases should be adopted to insure the working of the mail in proper order of receipt as shown by postmarks.

(f) *Secondary distribution.*—(1) Secondary cases should be arranged to follow the separations in the primary. As far as possible the mail for the State in which the office is located and, at larger offices, the States immediately adjacent thereto, should be worked, to directs. Secondary distribution for such States should consist of directs in alphabetical order with from 12

to 20 of the heaviest directs, also alphabetically arranged, in the center of the case. This group of heavy direct separations should be outlined with paint of a distinctive color. A separation should be provided for residue, which should be reworked on the R. P. O. or H. P. O. case. Where the quantity of mail warrants making more directs than can be made on the first case, the residue from this case should be thrown to alphabetical separations corresponding with second handling direct cases. The residue from these cases will then be worked on the R. P. O. or H. P. O. case. Use of second handling direct cases should be restricted to the larger offices where tests show conclusively the necessity therefor.

(2) The secondary cases for States which are distributed by standpoint or general schemes should be made up with the directs arranged alphabetically on the left side of the case, and the R. P. O. or H. P. O. separations for the States in question on the right side. Paint of a distinctive color may also be used to outline the R. P. O. or H. P. O. separations.

(3) Secondary cases should be made up for the geographical separations on the primary case, such as North, East, South and West States and the necessary directs for those States. The States in each section should be arranged alphabetically with the directs for each State located directly above the State separations. Paint of a distinctive color should be used to indicate the State separations.

(4) The plans outlined above refer to peak periods and to the larger offices where the volume of mail is sufficient to warrant the maintenance of an extensive system of distribution to directs throughout the day. At offices where the peak period ends during the early hours, it will be necessary to have an auxiliary set-up covering the use only of such primary separations and secondary cases as are warranted by the volume of mail. General distribution cases should be provided for outgoing letter mail when the volume of mail does not warrant the use of primary cases. Since a large number of separations will be required, consideration should be given to the use of wing cases for this purpose.

(g) *Distribution schedule.*—Primary distribution should never be more than 15 minutes behind the postmark; that is, all mail postmarked at 6:30 p. m. should be through the primary cases not later than 6:45 p. m. Secondary distribution should never be more than 1 hour behind the postmark; that is, all mail postmarked at 6:30 p. m., should be in the secondary cases not later than 7:30 p. m. Metered and nonmetered permit first-class mail that has cleared the examining and weighing

sections, respectively, by 6:30 p. m., should likewise be through the primary not later than 6:45 p. m., and in the secondary cases not later than 7:30 p. m. A list should be prepared for each secondary case showing the dispatches to be made from each case. This list should show the last postmark that should clear on each dispatch. A daily record should be made by the supervisors on duty of the number of letters missing dispatch to each of the important air or train dispatches by reason of failure to complete distribution according to this schedule.

To accomplish this, the necessary number of substitute clerks should be used during the rush periods and also as many clerks from the city section as may be needed according to the volume of mail handled from day to day. It shall be the duty of the assistant superintendents in charge of the workroom floors to determine how many and when substitutes are put on duty and excused from duty. It shall also be their duty to determine when and how many clerks are called from and returned to the city section. Generally, the available clerks from the city section should be assigned to the outgoing section at the beginning of the peak period in the evening before substitutes are placed on duty.

(h) *Detail of employees.*—At such periods as good judgment on the part of supervisors may dictate, clerks of the outgoing mailing section, preferably those qualified on city distribution, shall be temporarily detailed to the city section for assignment by the supervisor in charge of that section. To perfect the system as outlined above, it is absolutely necessary that all imaginary walls or divisions between the city and mailing sections be eliminated, and that all employees be made to thoroughly understand that their services are required in the post office generally and are not confined to any specific section or assignment.

18. Circulars.—Where practicable, circular mail will be worked in the same cases as first-class matter, but where this is not done circular primary cases should be labeled in the same manner as outgoing letter primaries. In the interval between the handling of the early and late collections or after the late collection is distributed, outgoing circular mail, both large and letter-size, should be primaried. The primary directs should be tied out and dispatched. Secondary distribution of this class of mail shall be confined to the day crew and no such distribution made after the day crew has finished, except that slack time may be used on the distribution of circular mail, day or night.

19 Paper mail.—(a) Daily papers shall be handled and dispatched as soon as pos-

sible after receipt. Miscellaneous papers, periodicals and made-up permit mail shall be distributed and dispatched the day of receipt; that is, no accumulation of this class of mail shall be permitted over night.

(b) A competent employee should be designated to keep in constant touch with mailers of second-class matter and assist them in keeping their mailing lists corrected as to make-up and dispatch. Extra effort should be made to have the publishers of papers for local delivery arrange their mailing lists so that the primary separations, and where possible separation to carrier routes, will be made.

20. Parcel Post.—(a) Parcel post for offices in the same State or nearby States, any part of which is within the first and second zones, must not be sent to P. T. S. terminals, except by agreement between the Bureau of Post Office Operations and the Bureau of Transportation, but should be distributed to directs and lines unless special instructions have been issued by the general superintendent, Postal Transportation Service.

(b) A sufficient number of separations should be made in the primary so that the secondary distribution can be made without too much walking and the throwing of parcels. The primary should include separations for nearby States, mail for which is to be reworked, city parcels, special delivery parcels, etc. It should also provide for two or more *alphabetical or geographical* separations of mixed states, the exact number of separations being determined by the secondary rack set-up. The secondary racks shall be arranged to follow the primary separations. Such directs should be made as are warranted by the volume of mail. The secondary rack separations should be arranged alphabetically as far as practicable. Special delivery parcels should be collected and given proper treatment at frequent intervals and in time for each dispatch.

(c) The supervisors should be familiar with the time of dispatches of parcel post, and the distribution of this class of mail should be made in time to connect therewith. A list of dispatches should be available at each rack.

Nonmetered Mail

21. Protection of revenues.—(a) The protection of revenue from nonmetered permit mail rests primarily with the division of mails because the postage accounted for represents only the amount of nonmetered mail that is detected, verified and reported to the superintendent of finance. Such mail may be of the first, second, third, and fourth classes.

(b) Nonmetered mail is mailable only at the post office that issues the permit. Employees on mailing platforms, at facing tables and at bulk mailing windows must

be alert constantly to detect such mail and route it to the weighing sections; and employees in the city and outgoing sections also must be alert to see that no originating nonmetered permit mail is handled until it has cleared through the weighing section. All supervisors in charge of such crews and tours, especially during the usual peak mailing periods from 4 p. m. to 8 p. m., should give this matter particular attention. At offices where conditions warrant, a properly instructed employee shall be assigned to the mailing platform in order to aid in detecting and routing such mail.

(c) The general superintendent of mails or superintendent of mails shall report to the assistant postmaster each instance where originating nonmetered permit mail that apparently has not cleared through the weighing section is detected in the various distribution and dispatch sections. Employees in the incoming sections shall be familiar with the importance of the statement of mailing, Form 3602, and if any such form originating in another post office is found with the incoming mail, the statement, together with an explanation of the circumstances, shall be forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail. All distributing employees who handle nonmetered mail at main offices and stations, and supervisors of P. T. S. terminals where such distribution is performed, shall be instructed not to accept for mailing any originating nonmetered mail that reaches them not accompanied by the special identifying clearance label from the designated central point.

(d) The records of sacks loaned to nonmetered permit holders shall be examined and totaled periodically in order to see that the sacks are properly accounted for and that direct sacks made up by mailers are not in some way circumventing the weighing section and going direct to trains and terminals.

22. Permits.—All nonmetered permits shall be issued and canceled at the direction of the supervisor in charge of the classification unit. A copy of Form 3601, and Form 3609, properly headed, shall be sent to the weighing section for each permit issued and a copy of Form 3601 shall be kept on file in the classification unit. The classification unit shall also keep a numerical and an alphabetical card file of outstanding permits; the numerical file to show the permit number and name of the permit holder; the alphabetical file to show the permit number and name of the permit holder, the class of mailings authorized, and date the application was filed, the date the permit was issued, the address of the permit holder and the nature of his business. The weighing section shall report to the supervisor of the classifica-

tion unit when a permit has been inactive for 1 year, and notice shall be given the permit holder in writing that it will be canceled at the end of 30 days unless a mailing is deposited. When a permit is canceled, the numerical and alphabetical cards shall be withdrawn from the file, so endorsed, and placed in an inactive file. The weighing section shall be notified to properly endorse Form 3609, and to place it in the inactive file after the close of the monthly accounting.

When a mailing has not been made under a permit within 3 months after its issuance, report shall be made to the supervisor in the classification unit, who will cause inquiry to be made. The classification unit shall see that the alphabetical record of mailers who have paid bulk mailing fees is kept current in the weighing section.

23. Record of deposits and mailings.—A Form 3609 for each permit shall be kept in the weighing section. Deposits made by permit holders as evidenced by duplicate copies of Forms 3544 and payments of annual bulk mailing fees shall be promptly recorded thereon. The postmaster shall designate a point for each nonmetered permit holder to deposit his mail and such mail shall not be accepted at any other point. The mailing entries on Form 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded thereon. If there is an unusual lapse of time in the sequence of mailings, suitable inquiry and action should be taken to insure that the revenues are protected.

24. Verifying mailings and reports.—Employees in the division of mails shall not accept cash to cover nonmetered mailings. The supervisors or other designated employees in the weighing section shall see that a statement of mailing, Form 3602, properly filled out and signed by the permit holder, is submitted with each mailing of nonmetered mail. Two employees shall weigh and verify the mailing to determine the postage and shall execute the certification on the back of the statement of mailing. It shall be determined by examining Form 3609 that a deposit in sufficient amount is on hand to cover the postage and, if the matter being offered is prepared for mailing at the bulk third-class rates, that the bulk mailing fee has been paid for the current year. Form 3607 shall be executed to accompany each individual mailing from the weighing section to the distributing section as evidence that postage has been paid and that the mailing is ready for distribution. A record of the mailing as evidenced by Form 3602 shall be made on Form 3609. Forms 3602 shall be transmitted daily to the superintendent of finance with a report

on Form 3083 showing the total amount of mailings as evidenced by Forms 3602 and the total amount of deposits as evidenced by duplicate copies of Forms 3544, except those forms from stations that are endorsed "Deposit made after last remittance for the day" which shall be included in the report for the day following; and a copy of Form 3083 shall be sent to the auditor. A report of the amounts of non-metered application fees and bulk mailing fees, and of nonmetered advance deposits refunded as reported by the superintendent of finance, shall be sent to the auditor daily, on Form 3083 suitably altered.

25. Mailing section clearance.—The general superintendent of mails or the superintendent of mails shall designate a point in the mailing division separate from the weighing section to which all nonmetered mail from the weighing section shall be sent, accompanied by Form 3607. An experienced employee at the designated point shall receive such mail, compare the number of sacks or outside bundles with the volume shown on Form 3607 and shall remove the form which shall be turned over to a designated supervisor not directly in charge of the weighing section. The designated supervisor shall daily total the amount of nonmetered permit mailings as shown on Forms 3607 and make report thereof on Form 3083 to the auditor. Forms 3607 shall then be filed in the mailing division. Nonmetered mail that is sent from the designated point to other points for distribution shall be placed in sacks or hampers with special identifying labels reading in part: "Weighing clearance, non-metered mail from"
(M. O. or Sta.)

26. Deposited at Stations.—Postmasters may, if circumstances warrant, authorize a permit holder to deposit his nonmetered permit mail at a classified station where money deposits are authorized. However, verification of the mail should be confined to centralized distribution points if practicable under existing conditions. If the station is authorized to verify nonmetered mail, employees shall follow the same procedure outlined in articles 24 and 25 of this chapter. If such a station is not so authorized, the mail shall be sent to a designated centralized distribution point, accompanied with related Forms 3602, in sacks labeled in part "Weighing Section—Nonmetered Mail from"

Metered Mail

27. Record of settings.—An alphabetical file of all permit holders and a numerical file of all meter numbers shall be maintained in a central file in the classification unit at the main post office. When the copies of Form 3603-A are received from

the office of the superintendent of postal finance and stations and branches, the date and total amount for which the meter is set (the total of the ascending and descending register readings after setting) shall be entered on a control card, Form 3609-C, for each meter, to be kept in the appropriate master file. The unit difference between the previous and current recordings on the control card should be computed to determine whether the units for which set equal the amount collected as shown on Forms 3603-A. The total meter postage collections for the day as shown on copies for Forms 3603-A shall be reported independently on Form 3083 by the classification unit to the auditor or employee performing the duties of auditor. The copies of Form 3603-A shall then be filed separately by date.

28. Statement of register readings.—(a) The permit holder is required to submit a statement of meter register readings, Form 3602-A, with the last mailing for the day; but, a separate statement must accompany each mailing of metered matter paid at the bulk third-class rates. All such statements received in the mailing division of the main post office or at annexes, stations and branches where distribution is performed, shall be sent daily to the classification unit, at the main post office. Experienced employees in the classification unit, who shall be closely supervised, shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing unless the descending register is reset in the interim. The ascending and descending readings shall be totaled on the current statement of meter readings and compared daily with the total setting on the control card. If everything appears regular and the totals agree, the statements shall be placed in their appropriate file. If there is any indication of an irregularity or if the totals do not agree, a designated supervisor shall telephone the meter user and secure the current readings of the ascending and descending registers. If the total of the two still does not agree with the total setting on the control card, the meter user shall be requested to bring his meter to the place where he regularly brings it for settings, for examination. The appropriate supervisor at the main office, station or branch, shall be notified of the irregularity immediately, so that he may make proper examination of the meter when it is presented. In each such instance, the assistant postmaster will be notified.

(b) Employees should be on the alert to see that statements of meter readings are submitted substantially with frequency of normal mailings. If no statement is received for an inactive meter for a period of

30 days (unless the meter holder is one who normally does not mail more frequently than once a month), the facts should be reported to the assistant postmaster for attention. A list of meter users failing to obtain meter settings for a period of 3 months shall be furnished the assistant postmaster from Forms 3609-C. The assistant postmaster shall cause inquiry to be made as to the reasons for the inactivity. If a meter is inactive for 6 months without satisfactory explanation, a report shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment as to whether the permit should be canceled.

(c) At the close of each month, or more often if desirable, all statements of meter readings, except the last submitted, shall be removed from the daily checking file and placed in a separate file for inquiry or storage purposes.

(d) Irregularities in preparing metered mail and statements of meter readings shall regularly be called to the attention of the permit holder. If the permit holder fails to cooperate, a report of the facts should be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment whether the permit should be canceled.

29. Examination of mailings.—(a) The examination of outgoing metered mail shall be centered so far as practicable in the outgoing mailing section at the main post office or annex, depending on where central distribution is made. At such points of distribution, examining units shall be designated and metered mail shall be routed thereto before distribution. Employees engaged in the examination shall be carefully instructed to see (1) that metered mail is faced, that it is tied or bundled securely, that the bundles are accompanied with the required identification labels, and that stamped mail is not included in the ties or bundles; (2) that metered special delivery and air mail is on top; (3) that the date and hour, if any, are correct; (4) that the postmark is that of the mailing office; (5) that proper postage is paid; that a *meter number appears in the indicia* and (6) that the statements of meter readings, Form 3602-A, are placed in a container for transfer to the classification unit. With reference to (5) above, the checking for short paid matter may be made by the examining employees or at the primary or secondary distribution. However, a point shall be designated for this purpose, the employees advised accordingly and sufficient scale equipment shall be furnished. Thereafter metered mail shall be promptly routed for distribution. Any irregularities noted should be reported to the classification unit at the main post office for further attention.

(b) The designated examining employees shall be closely supervised. They shall be informed concerning metered impressions that are not good for postage; concerning the provisions of chapter V as they relate to metered mailings; and concerning the impressions and procedure for handling and collecting postage for nonmetered mail in order to prevent a loss of revenue through the handling of the latter as metered mail. They shall also be familiar with the instructions on Form 3601-A concerning metered mailings.

30. Bearing wrong date.—Metered mail must bear the correct date of mailing in the meter impression. When metered mail bearing the wrong date or hour is presented for mailing it shall be run through the canceling machine or otherwise postmarked to show the proper date and hour and then dispatched. The irregularity shall be called to the attention of the mailer. The head of the firm should be contacted rather than the office employee who prepares the matter for mailing.

If the irregularity is repeated after having been brought to the attention of the mailer, a charge of 10 percent of the postage value may be collected, provided the amount involved is sufficient to justify the extra work entailed in making the collection. The postmaster shall issue a receipt therefor on Form 3544 and account for the amount collected as miscellaneous postal receipts.

In some cases it may be more effective to turn the mail back to the mailer with the request that it be enclosed in new envelopes bearing the correct date and hour, if any, in the meter impression. In such cases refund may be made of the unused impressions as provided in article 17, chapter V.

31. Short paid.—Employees in the outgoing and incoming mail sections must not consider metered mail as a mechanical process which insures that proper postage has been paid. They shall give the same scrutiny to metered mail as is given stamped mail with a view to detecting short paid postage and other irregularities.

32. Quarterly verification.—(a) Once each quarter, the date of which shall be staggered, all employees performing the examination shall, in addition to the daily examination set forth in the preceding paragraphs, furnish the classification unit at the main post office for verification purposes the name of the sender in the return card and the meter number appearing in the indicia for all metered mail handled during the day, except the final mailing accompanying the statement of meter readings. With respect to the mailings which are accompanied with the statement on Form 3602-A, the examining employees shall see that the meter number thereon compares with the meter number in the indicia. If any meter

numbers are in the indicia on the mailing, other than the number appearing on the statement of meter readings, the additional meter numbers shall be recorded on the statement.

(b) The classification unit shall compare the meter numbers furnished by the mailing division with the file of authorized meters. In the event an unauthorized meter is in use, the facts shall be promptly reported to the postmaster for further attention. The quarterly verification shall also be used in the classification unit to determine that meter users are filing statements of meter readings required.

33. Deposited at station.—Metered mail (other than fourth class) deposited at stations and branches where distribution is not performed and the related Forms 3602-A, shall be placed in pouches, sacks, or hampers, labeled "Metered Mail" for attention where metered mail is examined. Mail bearing stamps shall not be included therein.

34. Fixing responsibility.—No records, not definitely required by instructions, shall be kept concerning metered mail and there must be a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, (2) the alphabetical and numerical file of meters and the checking of statements of meter readings and (3) the acceptance and examination of metered mail.

Second Class

35. Reports and records.—Employees in the mailing division shall not accept cash for second-class mailings. For each mailing of second-class matter a memorandum of mailing, Form 3541, shall be issued by the division of mails and the postage computed on Form 3541-A. The original of Form 3541 shall be given to the publisher. The duplicate Forms 3541, Forms 3541-A, and a report on Form 3082 showing second-class mailings, application fees, and deposits as evidenced by duplicate Forms 3544 received, shall be sent daily to the superintendent of finance by the division of mails. A copy of the report, Form 3082, will be sent to the auditor. A record of mailings shall be made by the division of mails on Form 3543, loose-leaf record of deposits and mailings, relating to the individual mailers, which shall be kept in the weighing section. This section shall prepare Form 3551, Quarterly Newspaper and Periodical Statement, from duplicate copies of receipt Forms 3539, and submit both Form 3551 and the duplicate Forms 3539 to the auditor for verification and mailing to the Department.

Incoming Mail

36. Letter mail.—(a) At offices where not more than 50 separations are required

for the business carriers and box sections a primary of city mail is usually unnecessary. The first handling should be on the business case which should have separations for each business carrier, each box section, general delivery, and each secondary case. One or more secondary cases should be provided for the distribution of mail to residential carriers. Primary cases should be provided for use at peak periods and during the Christmas holiday period to augment the general distribution cases.

(b) At offices where more than 50 separations are required for the business carriers and box section, primary cases will be used at all times. In order to simplify the primary scheme, the station or district boundaries should follow principal thoroughfares and should remain fixed as long as practicable. Usually the primary scheme is based on station boundaries and two or more small stations, grouped together by names or geographically, may be included in one separation. Where distribution districts are fixed without regard to station boundaries, a change need not be made unless benefits will result therefrom.

(c) The secondary distribution should be handled in the standard straight cases. As a general rule, except where more than 60 carriers work out of 1 unit, not more than 60 carrier routes should be handled in a group. The remaining separations in the case should be used for holding out mail for important firms.

(d) Proper use of firm cases usually eliminates the need of night routers, yet it is not always desirable to provide for distribution to all firms located in compact business districts. The number of firm separations to be made in distribution by clerks should be determined by supervisors, as frequently as necessary, on the basis of possible saving in carrier time and the maintenance of carrier schedules. However, it is not believed that ordinarily separations should be provided for firms receiving less than 50 letters on the first morning trip. Cases for the separation of directs to the firms selected should be placed adjacent to the station or district distribution cases. In many instances, however, the necessary firm hold-outs may be provided on the regular station or district cases and an additional handling thus avoided. Standard straight long letter cases should be used for firm distribution, and they should be labeled alphabetically with the largest firms arranged alphabetically in the center.

(e) Unless there are sufficient separations on the primary case to work box mail to sections, mail for boxholders should be thrown in one separation. Secondary cases should be provided in the box section, where the separation to sections and large firms holding boxes can be made by box clerks. This distribution should be han-

dled in standard straight cases, labeled alphabetically as to firms held out and with the box sections, by numbers, grouped in the center. The box section group should be outlined with paint of a distinctive color.

(f) Large flat mail, rolls and packages of the first class should be worked in flat cases and massed to stations and box section. Generally the volume makes it inadvisable to attempt the separation of this mail at the distribution point to carriers and firms.

37. Circular mail.—Letter-size circulars should be handled in the same manner and in the same cases as first-class mail, except that such distribution should be confined to the day tours so far as practicable, unless there is slack time during the night hours. Distribution of circular mail should be kept current each day.

38. Paper mail.—(a) The distribution of daily and weekly newspapers should be kept current at all times. The distribution of magazines and periodicals should be completed in ample time for delivery by carriers on the due dates. The distribution of miscellaneous paper mail and large circulars should be handled under the same conditions as relate to circular mail set forth in article 37 of this chapter.

(b) The primary for separation of this class of mail should be set up in identically the same manner as that provided for circular mail, both the primary and secondary distribution to be made in flat cases.

(c) At the initial point where the sacks of miscellaneous paper mail are emptied it is usually advisable to make two separations, the first separation to contain large rolls and small parcels which cannot be worked to advantage in flat cases the second separation to contain all flat circulars and paper mail that is to be worked in flat primary cases. If individual carrier sacks are made at the initial unit of distribution, the small parcels and rolls should be primaried and conveyed to the different racks and separated to carrier routes. If individual carrier sacks are not made, the mail must be massed on stations for distribution to carriers. Consideration should be given as to whether the massing of such mail tends to increase the personnel of the stations.

(d) Papers and circulars for distribution in the flat primary cases should be placed on portable tables by mail handlers who empty the sacks. These tables should be of such height and width that they may be moved to the front of the flat primary cases and the mail worked from them without a rehandling. These tables may also be used to transport the primaried mail from the primary to the secondary cases, where they may serve as ledges from which the secondary distribution may be made. In order to facilitate this system of distribu-

tion, cases with fixed ledges may be reversed.

(e) Flat papers and large circulars worked to carrier routes in secondary distributing cases at centralized units should be carefully placed in No. 2 sacks labeled to stations and route numbers without being strapped, where the volume of mail is sufficient to prevent disarrangement of the papers in the handling of sacks in transit. Where carriers use care in removing mail so dispatched in No. 2 sacks, little disarrangement results. Where disarrangement occurs regularly in transit, the papers should be securely strapped before being placed in the individual sacks.

39. Parcel post.—(a) Where there are three or more parcel post routes, the sack-routing method is to be followed in the separation of parcels for delivery. The primary separation should be made in hampers which can be rolled directly to bag racks for final distribution, or on conveyors when such system is provided. When practicable, the primary should be the same as that used in letter separations. Each primary separation will include several routes and in the final distribution the number of sacks in each secondary distribution unit should be limited to the number required for efficient handling by a carrier on the street.

(b) Small parcels for handling by foot carriers should be thrown out on the primary or, where a belt system is used, passed to a common point to be sent to the paper distribution section or direct to the stations in bulk.

(c) The sacks for final distribution should be arranged so that clerks can distribute from a hamper placed in the center of a U-formation, or in an aisle about 48 inches wide with 30 sack separations on each side, without undue walking or throwing of parcels. Parcels which cannot be handled in sacks should be arranged about the racks for convenient connection with corresponding sack separations.

(d) Special delivery, special handling and c. o. d. parcels should be thrown out on the primary and sent to the respective sections for the special attention required.

40. Postage due mail.—(a) The maintenance of advance deposits for patrons to cover postage-due collections should be discouraged. Only in exceptional instances and where it would be in the interest of the service should such deposits be maintained for patrons, and deposits of less than \$10 should not be accepted. Where unusual conditions exist and where a single concern receives a large number of returned parcels or circulars, a large number of business reply letters or cards, or a large number of pieces of postage-due mail and collections amount to a large sum of money each month, the postmaster may make special arrangements for the acceptance of

advance deposits, and provide for proper recording and accounting for same. In such cases, the deposits should be made with the superintendent of finance, or an employee designated by him, in the same manner as other advance deposits are made, and daily withdrawals should be made from this fund in a manner similar to that followed in the case of other trust funds. The employee accepting such deposits will forward the duplicate copy of Form 3544 to the clerk handling the relative postage-due account.

(b) A clerk should be designated at each unit to handle postage-due mail for patrons who have advance deposits and he should not be permitted to handle any money involved in a postage-due transaction. He will affix the stamps to the due mail and maintain a record showing the deposits and daily withdrawals. He will operate on a fixed credit of postage-due stamps and at the close of business each day will report to the superintendent of postal finance the total amount of withdrawals for all firms affected. He will replenish his fixed credit from the wholesale stamp clerk by furnishing him a requisition marked "Advance postage due," which will be treated as cash until it reaches the superintendent of finance, who will replace it by drawing a check against the trust fund. At stations, the clerk will replenish his stock from the principal stamp clerk in the same manner. A daily report showing deposits and withdrawals shall be prepared by the postage-due clerks, on Form 3083 suitably altered, and submitted to the auditor.

(c) Selective checks should be made frequently to determine if postage-due stamps in proper amounts are being affixed to postage-due matter addressed to patrons having advance deposits, and if the accounts are properly handled.

41. Directory service.—Mail entitled to directory service should be sent to the directory section and there disposed of in accordance with the instructions in chapter VI, articles 104 to 107.

42. Change of address orders.—(a) With a view to reducing the amount of mail to be handled in forwarding and consequently delayed in delivery, at least three copies of Form 22-B, "Notice of Change of Address," should be issued with each Form 22, "Order to Change Address." All employees should be required to issue Form 22-B as directed and to encourage its use.

(b) Original Form 22, or corresponding notice, should be sent to the unit of delivery from which mail is to be forwarded, for recording and filing. Removals only shall be recorded by city carriers in connection with "Change of Address" notices. No record should be made by a carrier to whose route the patron removes. There should be

one central point at the main office for the filing of forwarding orders.

Station Organization

43. Supervision.—Superintendents are responsible for the proper conduct of their stations and for courteous and efficient postal service. They will be held personally responsible for unnecessary expenditures, whether it is for surplus regular employees, excess auxiliary service, or extravagance in the use of supplies and equipment.

The time of supervisors should be fully utilized and they should be required to perform routine work, including window work, when it will not interfere with the discharge of their supervisory duties. At stations where an assistant superintendent or a second supervisor is employed, one supervisor should be scheduled to report early and the other one late, in order to insure proper supervision at all times. At stations where an assistant superintendent or a second supervisor is not employed, an employee should be detailed to have charge during absences of the superintendent. A supervisor should be on duty when the carriers report for their trips.

44. Facing and separating mail.—Station employees should separate and cancel all letter mail for delivery from that station up to the latest leaving time of carriers. At other periods of the day, station employees should face and tie letter mail for dispatch to the main office or centralized distribution unit, insofar as available time permits.

Delivery carriers should face letter mail to the fullest extent practicable as it is taken from the boxes and as they travel from their routes to the station.

45. Distribution schemes.—Station clerks should be required to qualify on the distribution scheme of the station to which assigned.

46. Parcel post separations.—Outgoing parcels should be separated in conformity with the primary separations at the centralized distributing unit, provided no additional cost is involved and no delay results in the handling. Parcels delivered at the rear platform in large quantities need not be primaried, but should be sent to the centralized distribution unit for handling.

47. Undeliverable second-class matter.—The action required by chapter VI, articles 143 to 149, in connection with undeliverable second-class matter, shall be performed at stations and branches for all such matter originally addressed for delivery within their delivery districts.

48. Noon interstation exchange.—Delivery carriers should segregate local mail and should assist after reaching the station, if necessary, in facing letter mail not faced on their respective routes for this exchange. Clerks will be scheduled so that a sufficient number will be on duty to assist in handling

this work. The balance of this mail should be faced, separated as to local and outgoing, tied in bundles, and dispatched in pouches bearing distinctive labels. Frequent tests should be made by supervisors with a view to determining the effectiveness of the exchange.

NONDIVISIONAL OFFICES

Supervision

49. Postmaster.—(a) The postmaster is responsible for the efficient and economical conduct of his office. It is his responsibility to know that supervisory positions are filled with competent employees and that they understand and perform satisfactorily the duties assigned to them. Supervisors must be carefully selected and properly assigned if the work is to be handled efficiently and economically. At offices covered by these instructions there is no justification for full-time desk assignments for supervisors, and none is contemplated. It is not contemplated to overburden supervisors with routine duties, but it is expected that they will assume some of these duties in connection with and as a part of their general supervision.

(b) The postmaster will see that all departmental instructions are given proper attention and take such steps as are necessary to follow up such instructions to insure strict compliance by all concerned. All general instructions for the guidance and conduct of clerks, carriers, and mail handlers, shall be issued over the name of the postmaster, or by the assistant postmaster in the absence of the postmaster. It is the duty of supervisors to see that all employees are familiar with such instructions as may be applicable to their particular duties. Order books shall be maintained and each employee shall place his initial opposite each order.

50. Assistant postmaster.—(a) The assistant postmaster should be held responsible by the postmaster for the proper conduct of the financial sections of the office, and other supervisors, as assigned, for the proper conduct and economical operation of mailing activities. It is necessary to establish among the employees a proper respect for the authority of their supervisors. Therefore, the postmaster should issue necessary instructions to employees through the proper supervisors in order that there may be no appearance of conflict of authority.

(b) Forms 023-A, B, C, and D shall be kept by the assistant postmaster or under his immediate supervision. The assistant postmaster will also prepare Forms 023-SAB, 023-SC, 024, 024-CD, 024-ACD, 024-SD, and 024-A. The postmaster will carefully review all requests for allowances, and in cooperation with the assistant postmaster will apportion the allowances au-

thorized to sections and to the several periods of the quarter. Particular care must be exercised in the preparation of forms of the 023 series that time used is properly charged in accordance with instructions. Upon the proper budgeting and use of auxiliary depends largely the economical operation of the office.

51. Superintendent of mails.—Where a superintendent of mails is authorized, he shall have immediate charge of all mailing division activities and shall be charged with the general supervision of classified stations and branches. He should spend a great portion of his time on the workroom floor and should vary his schedule to the extent necessary to obtain first-hand knowledge of conditions during all periods.

52. Assistant superintendent of mails.—At offices where an assistant superintendent of mails or other supervisor is authorized, such supervisor shall have general charge of the delivery and collection service under the direction of the superintendent of mails, and shall perform such other supervisory duties in the mailing division as the postmaster may direct. As a general rule, he should report with the carriers in the morning and have supervision of all mail handling activities until the superintendent reports. The latter should be scheduled to remain on duty during the busy evening hours.

53. Supervisory conferences.—The postmaster should confer frequently with the assistant postmaster and superintendent of mails and in cooperation with these supervisors, surveys of the different sections of the main office, stations and branches should be made with a view to determining definitely the character of service rendered and the manpower requirements. At least once a month the postmaster should call a conference of all supervisors at which proposed changes looking to improved service shall be fully discussed. In this connection, supervisors should encourage employees to make suggestions for improvements of equipment and methods of handling the work to effect economies and promote the efficiency of the service.

54. Complaints and correspondence.—All correspondence shall be conducted in the name of the postmaster and all departmental correspondence and all complaints shall be handled by him personally. Replies to departmental correspondence shall be signed by the postmaster, and all correspondence should pass over his desk for approval by him before mailing. A centralized complaint file shall be maintained in the office of the postmaster. This file shall be arranged by subjects, such as late deliveries, delays to outgoing mail, delays to incoming mail, errors in distribution of box mail, unsatisfactory window service, and unsatisfactory collection service. Cor-

respondence filed under each subject shall be arranged alphabetically by name of complainant. Letters of reply to complainants shall have the postmaster's personal attention and shall be signed by him. All oral complaints wherever received will be treated in the same manner as written complaints, initial action to be based on memoranda prepared by employees to whom such complaints are made.

55. Supervisory schedules.—Schedules of supervisors should be arranged to provide adequate and effective supervision during rush periods. There should always be some employee, whether a supervisor or a competent clerk, designated as in charge, who will be held responsible for conditions during his tour of duty.

Distribution Schemes

56. Examinations on.—All scheme examinations should be conducted under the supervision of the superintendent of mails. The examination should include questions such as will test the knowledge of the employee concerning his responsibility to protect the revenues, including those from metered and nonmetered permit mail.

57. Supervisors to be familiar with.—Supervisors should be familiar with the various distribution schemes of the office and at irregular periods should make verification of the distribution performed by each clerk or substitute, and if the verification of the employee's distribution discloses an unusually large number of errors, he should be required to take a case examination.

Personnel

58. Seniority.—The instructions in chapter II, article 164, should be followed carefully. Except in cases of emergency, day tours should be given to regular employees.

59. Substitutes.—(a) Special efforts should be made to teach all substitutes the proper and most efficient methods of handling all post office work to which they may be assigned. A substitute, upon appointment, should be assigned to a particular supervisor for the purpose of instruction, and it shall be the duty of the supervisor to personally supervise his scheme study with a view to assisting him in qualifying for the proper performance of his duties.

(b) Ordinarily, all substitutes shall first be required to qualify on the incoming distribution schemes and then to such extent as local conditions warrant on one or more outgoing schemes. Substitute carriers shall be encouraged to qualify on incoming schemes, and at offices where they are given clerical employment shall be required to qualify. The requirements for substitute carriers, however, shall not be as stringent as those for clerical employees and a 90-percent grade will be considered acceptable.

Scheme examinations of this character are essential in view of the existing policy of interchanging the work of substitute clerks and substitute carriers when advisable.

(c) Ordinarily it is not intended that substitutes be assigned to the finance or registry sections, or to stations or branches. Replacements for vacations, sick leave, and other known or anticipated absences, should be made by the detail of regular clerks when full replacement is necessary. If practicable, the clerk so detailed should be the one who is next in line for the position, or an equivalent position, by reason of seniority. *So far as practicable*, substitutes should be assigned to the evening tour and not called for duty until actually needed. They should be employed in the handling of outgoing mails until distribution is completed and then employed in the distribution of incoming mail as long as may be absolutely necessary to insure complete distribution of city mail for the first morning delivery. Clerical employees and supervisors should be shifted from one section to another as the necessity arises for an augmented force in any particular section.

60. Late tours.—The midnight or late tour should be limited to the number of regular clerks necessary to complete the required distribution of either outgoing or incoming mails.

61. Saturdays, Sundays, and holidays.—Only the minimum essential service shall be performed on Saturdays, Sundays and holidays, and regular employees shall be used therefor to the fullest extent possible. Careful attention should be given to the scheduling of compensatory time, and every effort should be made to arrange schedules according to the volume of work to be performed during the 5 working days of the week with a view to granting the maximum amount on lighter days and avoiding the use of substitute replacement wherever practicable.

Centralized Distribution

62. So far as practicable, the distribution of incoming and outgoing mail should be centralized at the main office. Special attention should be given to provide sufficient clerical assistance to distribute mail collected in the morning in order that local business mail can be delivered by carriers on their afternoon trips. This is particularly necessary at offices having stations and branches to which business carriers are attached.

Outgoing Mail

63. Collections.—(a) Detailed instructions concerning the collection service are contained in chapter IX, article 122. The comment on collections is made with a

view to directing attention to the necessity of coordinating the collection service with the outgoing mail activities in order to render the most efficient service.

(b) Experience has demonstrated, and data compiled tend to show, that ordinarily little necessity exists for collections during the day, exclusive of those made by delivery carriers in connection with regular scheduled trips.

(c) The necessity for evening and night collection service in the business and residential sections will vary according to local conditions and important dispatches. No collection service is warranted unless it is scheduled to properly connect important dispatches. The last collection of the day should be completed so as to reach the post office not later than 8:30 p. m.

(d) Motor vehicle dispatches from classified stations should be scheduled to insure the receipt of mail at the main office to connect with proper dispatches and carrier deliveries.

(e) In order to determine the promptness of handling outgoing letter mail, tests of the collection service, whether by delivery carriers or exclusive collectors, should be conducted at frequent intervals and at least once each quarter. Test letters should be deposited at separate points addressed to post offices on outgoing distribution cases and recovered at such cases at the time they are distributed. In the business section test letters should be deposited between 5:45 and 6 p. m. A table should be prepared to show where the letters were deposited, time deposited, time of postmark, and time recovered at final cases. The tests will be reviewed and initialed by the superintendent of mails or other designated supervisor, and the results thereof submitted to the postmaster with proper recommendation for any changes necessary to improve the service. The postmaster will direct appropriate action on the recommendations, after which the test reports will be filed for two years.

64. Letter mail.—(a) *Arrangement of workroom floor.*—Regardless of the size of the office, facing tables, canceling machines, distribution cases, and pouch racks should be arranged on the workroom floor in the order named to insure the steady movement of mails in one direction from the pick-up or facing tables to the pouch racks.

(b) *Facing mail.*—Outgoing letter mail should be placed on facing tables immediately upon receipt on the workroom floor. Every effort should be made to promote facing mail by the public. Mail received already faced should be segregated and canceled without destroying the facing. Special attention should be given to metered mail to see that it is placed on the distribution cases immediately upon receipt. A

uniform method of placing mail on the ledges of distribution cases, whether primary or secondary, should be adopted to insure the working of mail in proper order of receipt as shown by the postmarks. Hand- and canceling-machine dies should be changed half-hourly.

(c) *Special delivery.*—Particular attention should be given to the proper segregation and immediate handling of special delivery and large pieces of first-class matter, and dispatch in order of receipt; and to the distribution and dispatch of air mail in accordance with current instructions of the Postal Transportation Service.

(d) *Primary distribution.*—The use of primary cases depends largely upon secondary distribution necessarily performed. It is well established that economy results from disposing of as much mail as possible at first handling. Therefore, it is highly desirable that outgoing primary cases be used only at offices where the number of final separations necessitates a primary separation. At offices where conditions warrant the use of outgoing primary cases, the following instructions are issued for the guidance of such offices:

The primary case should have not more than 35 separations. However, where it can be shown that a larger number of separations would be advantageous, the Department will give consideration thereto upon receipt of a detailed statement of the facts.

The primary should require *no scheme study* or knowledge of holdout offices and should provide a box for city, boxes for the State in which the office is located and other States for which mail is distributed by R. P. O., H. P. O., or standpoint schemes, and boxes for geographical sections. Distant States should be grouped by geographical sections, such as North, East, South, and West, and mail for each group thrown into one box in the primary. The remaining boxes should be used for large directs, selected to dispose of the maximum quantity of mail on the initial handling. Ordinarily, separations for cities should not be placed on the primary cases unless a division of mail for the State in which the city is located is otherwise necessary. *Directs* made on the primary should be verified by a supervisor at frequent intervals, and in all instances where complaints are received.

Two or more alphabetical separations, *depending* upon the number of directs that can be tied out, should be made on the outgoing primary case of mail for the State receiving the largest volume, which is generally the State in which the office is located. The number of separations in the alphabetical cases should be such that at least 85 to 90 percent of the mail will be distributed to directs.

(e) *Secondary distribution*.—Secondary cases should be arranged to follow the separations in the primary. As far as possible the mail for the State in which the office is located and, at larger offices, the States immediately adjacent thereto, should be worked to directs. Secondary distribution for such States should consist of directs in alphabetical order with 12 to 20 of the heaviest directs, also alphabetically arranged, in the center of the case. This group of heavy direct separations should be outlined with paint of distinctive color. A separation should be provided for the residue, which should be reworked on the R. P. O. case.

The secondary cases for States which are distributed by standpoint or R. P. O. schemes should be made up with directs arranged alphabetically on the left side of the case, and the R. P. O. separations for the States in question on the right side. Paint of a distinctive color may be used to outline the R. P. O. separations. Secondary cases shall be made up for North, East, South and West States, and warranted directs. States in each section shall be arranged alphabetically with directs for each State located immediately above the relative State separation. Paint of a distinctive color should be used to outline the State separations.

(f) *Directs*.—The massing of mail matter on any post office or R. P. O. invariably results in rehandling and consequent delays. Secondary distribution should, therefore, provide such number of directs as may be necessary to eliminate, as far as possible, redistribution at central distributing post offices and in R. P. O. cars. Mail should not be labeled to an office as Dis., unless the package or sack actually contains mail for post offices which are supplied only through that office. If the supply of an office is by R. P. O., the mail should be worked into directs or placed in packages and sacks properly labeled to the R. P. O., or in the case of States not distributed by a local office, it should be labeled to the State in question and dispatched to the proper R. P. O. performing such distribution. First- and second-class post offices shall distribute all outgoing mail in accordance with the general schemes furnished and the instructions issued by the proper general superintendent of the Postal Transportation Service.

(g) *Distribution cases*.—At most of the offices covered by these instructions the use of wing cases, either No. 17 containing 140 separations, or No. 19-B having 192 separations, will meet requirements and will eliminate the necessity of a primary system. It has been found in many instances that wing cases may be so labeled as to provide for 2 distributors working at the same case with little or no rehandling of mail. This

is especially applicable where the number of direct and R. P. O. separations of a State cannot be handled in one straight case and the State is divided alphabetically on the primary. In these circumstances one division of the alphabet may be handled in one side of the case and the other division in the the opposite side, with one group of R. P. O. boxes in the center of the case in which the residue may be worked from either side as the direct separations are made.

(h) *Work schedules*.—Every effort should be made to dispose of all mail to proper dispatch, and to accomplish this, the necessary number of regulars and substitutes should be scheduled and used during the rush periods. All available regular employees should be used before substitutes are placed on duty. It shall be the duty of the supervisor in charge of the workroom floor to determine when substitutes are put on duty and excused from duty, and when regulars ordinarily assigned to the distribution of city mail, or otherwise, are called for duty in the handling of outgoing mails, and vice versa.

(i) *Distribution schedule*.—At the larger offices where primary distribution of outgoing letter mail is used, and where dispatches are frequent, primary distribution should never be more than 15 minutes behind the postmark; that is, all mail postmarked at 6:30 p. m. should be through the primary cases not later than 6:45 p. m. Under these conditions, secondary distribution should never be more than 1 hour behind the postmark; that is, all mail postmarked at 6:30 p. m. should be in the secondary cases not later than 7:30 p. m. Metered and nonmetered permit first-class mail that has cleared the examining and weighing sections, respectively, by 6:30 p. m., should likewise be through the primary not later than 6:45 p. m., and in the secondary cases not later than 7:30 p. m. A list should be prepared for each secondary case showing the dispatches to be made from each case. This list should show the last postmark that should clear on each dispatch. If any letters miss dispatch because of failure to complete distribution, the employee in charge shall make report to the superintendent of mails, and such report should be reviewed by the postmaster.

65. Circulars.—Circulars should ordinarily be handled in the same cases as outgoing letters. It is desirable that all circular mail be disposed of daily, but it is also desirable that distribution of circular mail be confined to day tours unless the distribution can be made economically during the period following the clean-up of letter mail during the evening.

66. Paper mail.—(a) Daily papers shall be handled and dispatched as soon as possible after receipt. Miscellaneous papers,

periodicals, and made-up permit mail shall be distributed and dispatched the day of receipt; that is, no accumulation of this class of mail shall be permitted overnight.

(b) A designated employee should keep in touch with mailers of second-class matter and assist them in keeping their mailing lists corrected as to make-up and dispatch. Where it is necessary to assign an employee to the office of a publication for weighing mail for dispatch, request for such authority should be taken up with the Department and if received, the detail should be carefully supervised. Extra effort should be made to have the publishers of papers for local delivery arrange their mailing lists so that the primary separations, and where possible separations to carrier routes, will be made.

67. Parcel post.—(a) Parcel post for offices in the same State or nearby States, any part of which are within the first or second zones, must not be sent to terminals except by agreement between the Bureau of Post Office Operations and the Bureau of Transportation, but should be distributed to directs and lines unless special instructions have been issued by the general superintendent of the Postal Transportation Service.

(b) Primary distribution of parcel post is considered unnecessary if the mail can be disposed of at first handling in bag-racks not exceeding 60 separations, as this number of racks may be arranged in paralleled formation to be worked from the center, so that excessive walking and throwing of parcels long distances can be avoided.

(c) If primary distribution is warranted because of the volume of mail and the number of separations necessary, it should include separations for nearby States, mail for which is to be reworked, city parcels, special delivery parcels, etc. It should also provide two or more *alphabetical or geographical* separations for mixed States, the exact number of separations being determined by the secondary rack set-up. The secondary racks shall be arranged to follow the primary separations. Such directs should be made as warranted by the volume of mail. The secondary racks should be arranged alphabetically as far as practicable. Special delivery parcels should be collected and given proper treatment at frequent intervals and in time for each dispatch.

(d) Supervisors should be familiar with the time of dispatches of parcel post and the distribution of this class of mail should be made in time to connect therewith. A list of dispatches should be available at each rack.

Nonmetered Mail

68. Protection of revenues.—(a) The protection of revenue from nonmetered per-

mit mail rests primarily with the division of mails because the postage accounted for represents only the amount of nonmetered mail that is detected, verified and reported to the assistant postmaster. Such mail may be of the first, second, third and fourth classes.

(b) Nonmetered mail is mailable only at the post office that issues the permit. Employees on mailing platforms, at facing tables and at bulk mailing windows must be alert constantly to detect such mail and route it to the weighing section, and employees in the city and outgoing sections must also be alert to see that no originating nonmetered permit mail is handled until it has cleared through the weighing sections. All supervisors in charge of such crews and tours, especially during the usual peak mailing periods from 4 p. m. to 8 p. m., should give this requirement particular attention. At offices where conditions warrant, a properly instructed employee shall be assigned to the mailing platform in order to aid in detecting and routing such mail.

(c) The records of sacks loaned to nonmetered permit holders shall be examined and totaled periodically in order to see that the sacks are properly accounted for and that direct sacks made up by mailers are not in some way circumventing the weighing section and going direct to trains and terminals.

69. Permits.—All nonmetered permits shall be issued and canceled at the direction of the superintendent of mails. A copy of Form 3601, and Form 3609 properly headed, shall be sent to the weighing section for each permit issued and a copy of Form 3601 shall be kept on file in the division of mails. That division shall also keep a numerical and an alphabetical card file of outstanding permits; the numerical file to show the permit number and name of the permit holder; the alphabetical file to show the permit number and name of the permit holder, the class of mailings authorized and date the application was filed, the date the permit was issued, the address of the permit holder, and the nature of his business. The supervisor in charge of mailing activities will see that the alphabetical card file of mailers who have paid bulk fees is kept current and is properly utilized. The weighing section shall report to the superintendent of mails, when a permit has been inactive for 1 year, and notice shall be given the permit holder in writing that it will be canceled at the end of 30 days unless a mailing is deposited. When a permit is canceled, the numerical and alphabetical cards shall be withdrawn from the file, so endorsed and placed in an inactive file. The weighing section shall be notified to properly endorse Form 3609, and to place it in the inactive file after the close of the monthly accounting. When a mailing has

not been made under a permit within three months after its issuance, report shall be made to the supervisor in charge of mailing activities who will cause inquiry to be made.

70. Records of deposits and mailings.—A Form 3609 for each permit shall be kept in the weighing section. Deposits made by permit holders as evidenced by duplicate copies of Forms 3544 and payments of annual bulk mailing fees shall be promptly recorded thereon. The postmaster shall designate a point for each nonmetered permit holder to deposit his mail and such mail shall not be accepted at any other point. The mailing entries on Forms 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded thereon. If there is an unusual lapse of time in the sequence of mailings, suitable inquiry and action shall be taken to insure that the revenues are protected.

71. Verification of mailings.—Employees in the division of mails shall not accept cash to cover nonmetered permit mailings. The supervisors or other designated employees in the weighing section shall see that a statement of mailing, Form 3602, properly filled out and signed by the permit holder, is submitted with each mailing of nonmetered mail. Two employees shall weigh and verify the mailing to determine the postage and shall execute the certification on the back of the statement of mailing. It shall be determined by examining Form 3609 that a deposit in sufficient amount is on hand to cover the postage and, if the matter being offered is prepared for mailing at the bulk third-class rates, that the bulk mailing fee has been paid for the current year. Form 3607 shall be executed and sent with the mailing to the distribution point as evidence that postage has been paid and the mailing is ready for distribution. A record of the mailing as evidenced by Form 3602 shall be made on Form 3609. Forms 3602 shall be transmitted daily to the assistant postmaster with a report on Form 3083 showing the total amount of mailings as evidenced by Forms 3602 and the total amount of deposits as evidenced by duplicate copies of Forms 3544, except those forms from stations that are endorsed "Deposit Made After Last Remittance for the Day," which shall be included in the report for the day following; and a copy of Form 3083 shall be sent to the postmaster. A report of the amounts of nonmetered application fees and bulk mailing fees, and of nonmetered advance deposits refunded as reported by the assistant postmaster, shall be sent to the postmaster daily, on Form 3083 suitably altered.

72. Clearance.—(a) Designated supervisors shall receive all such mail accom-

panied with Form 3607 and clear the mail for distribution and dispatch. If the circumstances warrant, the clearance shall be made by placing the mail in sacks with special identifying clearance labels. The employees in the various distribution sections must understand that no originating nonmetered permit mail is to be distributed and dispatched unless it has cleared to them in the manner specified.

(b) The designated supervisors who receive the mail and Form 3607 from the weighing section shall deliver the forms to the supervisor in charge of mailing activities who will report to the postmaster on Form 3083 showing the total amount of nonmetered postage as evidenced by Forms 3607, and the latter shall be filed.

(c) The superintendent of mails shall report to the assistant postmaster each instance where originating nonmetered permit mail that apparently has not cleared through the weighing section is detected in the various distribution and dispatch sections. Employees in the incoming section shall be familiar with the importance of the statement of mailing, Form 3602, and if any such form originating at another post office is found with the incoming mail, the statement with an explanation of the circumstances, shall be forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail. All distributing employees who handle nonmetered mail at main offices and stations, and clerks in charge of terminals, where such distribution is performed shall be instructed not to accept for mailing any originating nonmetered mail that does not reach them accompanied by the special identifying clearance label from the designated central point.

73. Deposited at stations.—Postmasters may, if circumstances warrant, authorize a permit holder to deposit his nonmetered permit mail at a classified station where money deposits are authorized. However, verification of the mail should be confined to centralized distribution points if practicable under existing conditions. If the station is authorized to verify nonmetered mail, employees shall follow the same procedure outlined in articles 70 and 71 of this chapter. If such a station is not so authorized, the mail shall be sent to a designated centralized distribution point, accompanied with related Forms 3602, in sacks labeled in part "Weighing Section—Nonmetered Mail from"

Metered Mail

74. Record of settings.—An alphabetical file of all permit holders and a numerical file of all meter numbers shall be maintained in a central file in the division of mails at the main post office. When the copies of Form 3603-A are received from

the postal finance section and stations and branches, the date and total amount for which the meter is set (the total of the ascending and descending register readings after setting) shall be entered on a control card, Form 3609-C, for each meter, including post office meters, to be kept in the appropriate master file. The unit difference between the previous and current recordings on the control card should be computed to determine whether the units equal the amount collected as shown on Forms 3603-A. The copies of Form 3603-A should then be placed in a separate file by dates, after the total collections for the day as shown thereon are reported to the postmaster or employee performing the auditing duties, on Form 3083.

75. Statement of register reading.—(a) The permit holder is required to submit statement of meter register readings, Form 3602-A, with the last mailing for the day; but a separate statement shall accompany each mailing of metered matter paid at the bulk third-class rates. All such statements received at annexes, stations and branches, shall be sent daily to the division of mails at the main office. Experienced employees in that division shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing unless the latter is reset in the interim. The ascending and descending readings shall be totaled on the current statement of meter readings and compared daily with the total setting on the control card. If everything appears regular and the totals agree, the statements shall be placed in their appropriate file. If there is any indication of an irregularity or if the totals do not agree, a designated supervisor shall telephone the meter user and secure the current readings of the ascending and descending registers. If the total of the two still does not agree with the total setting on the control card, the meter user shall be requested to bring his meter to the office of the assistant postmaster for examination. In each such instance the postmaster shall be notified.

(b) Employees should be on the alert to see that statements of meter readings are submitted substantially with frequency of normal mailings. If no statement is received for an inactive meter for a period of 30 days (unless the meter holder is one who normally does not mail more frequently than once a month) the facts should be reported to the assistant postmaster for attention. A list of meter users failing to obtain meter settings for a period of 3 months, shall be furnished the assistant postmaster from Forms 3609-C. The assistant postmaster shall cause inquiry to be made as to the reason for the inactivity. If a meter is inactive for 6 months without a satisfac-

tory explanation, a report shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment as to whether the permit should be canceled.

(c) At the close of each month, or more often if desired, all statements of meter readings, except the last submitted, shall be removed from the daily checking file and placed in a separate file for inquiry or storage purposes.

(d) Irregularities in preparing metered mail and statements of meter readings shall regularly be called to the attention of the permit holder. If the permit holder fails to cooperate, a report of the facts should be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment whether the permit should be canceled.

76. Examination of mailings.—(a) The examination of outgoing metered mail shall be centered so far as practicable in the outgoing mail section of the main post office or annex, depending on where central distribution is made. At such points of distribution, examining units shall be designated and metered mail shall be routed thereto before distribution. The employees engaged in the examination shall be carefully instructed to see: (1) that metered mail is faced, that it is tied or bundled securely, that the bundles are accompanied with the required identification labels, and that stamped mail is not included in ties or bundles; (2) that metered special delivery and air mail is on top; (3) that the date and hour, if any, are correct; (4) that the postmark is that of the mailing office; (5) that proper postage is paid; (6) that a meter number appears in the indicia; and (7) that the statements of meter readings, Form 3602-A, are placed in containers for transfer to the point where the control card record is maintained.

With reference to (5) above, the checking for short paid matter may be made by the examining employees, or at the primary or secondary distribution. However, a point shall be designated for this purpose, the employees advised accordingly and sufficient scale equipment shall be furnished. Thereafter metered mail shall be promptly routed for distribution. Any irregularities noted should be reported to the superintendent of mails for further attention.

(b) The designated examining employees shall be closely supervised. They shall be informed concerning metered impressions that are not good for postage; concerning the provisions of chapter V as they relate to metered mailings, and concerning the impressions and procedure for handling and collecting postage for nonmetered mail in order to prevent a loss of revenue through the handling of the latter as metered mail. They shall also be familiar

with the instructions on Form 3601-A concerning metered mailings.

77. Bearing wrong date.—Metered mail must bear the correct date of mailing in the meter impression. When metered mail bearing the wrong date or hour is presented for mailing it shall be run through the canceling machine or otherwise postmarked to show the proper date and hour and then dispatched. The irregularity shall be called to the attention of the mailer. The head of the firm should be contacted rather than the office employee who prepares the matter for mailing.

If the irregularity is repeated after having been brought to the attention of the mailer a charge of 10 percent of the postage value may be collected, provided the amount involved is sufficient to justify the extra work entailed in making the collection. The postmaster shall issue a receipt therefor on Form 3544 and account for the amount collected as miscellaneous receipts.

In some cases it may be more effective to turn the mail back to the mailer with the request that it be enclosed in new envelopes bearing the correct date and hour, if any, in the meter impression. In such cases refund may be made of the unused impressions as provided in chapter V, article 17.

78. Short paid.—Employees in the outgoing and incoming mail sections must not consider metered mail as a mechanical process which insures that proper postage has been paid. They shall give the same scrutiny to metered mail as is given stamped mail with a view to detecting short paid postage and other irregularities.

79. Monthly verification.—Once each month the mailings from each meter shall be verified. On days to be designated by the postmaster, the examining employees shall determine the total value of postage on metered mail handled that day for designated meters. Those amounts shall be compared with the postage represented by the statement of meter readings, when the ascending register reading on the previous statement is deducted from the ascending reading on the current statement. A notation of the results of the verification shall be made on the back of the current statement of meter readings. If the amount of postage on the mailings exceeds that reflected by the statement of meter readings, the facts shall be reported to the postmaster for further attention to determine the reason therefor.

80. Deposited at stations.—Metered mail (other than fourth class) deposited at stations and branches where distribution is not performed shall be placed in pouches, sacks, or hampers, labeled "Metered Mail" for attention where metered mail is examined. Mail bearing stamps shall not be included therein. Statements of meter readings, Forms 3602-A, received therewith must ac-

company such mailings to the examination point.

81. Fixing responsibility.—No records, not definitely required by instructions, shall be kept concerning metered mail and there must be a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, (2) the alphabetical and numerical file of meters and the checking of statements of meter readings and (3) the acceptance and examination of metered mail.

Second Class

82. Reports and records.—Employees in the mailing division shall not accept cash for second-class mailings. For each mailing of second-class matter a memorandum of mailing, Form 3541, shall be issued by the division of mails and the postage computed on Form 3541-A. The original of Form 3541 shall be given the publisher. The duplicate Forms 3541, Forms 3541-A, and a report on Form 3082 showing second-class mailings, application fees, and deposits as evidenced by duplicate Forms 3544 received, shall be sent daily to the assistant postmaster by the division of mails. A copy of the report, Form 3082, will be sent to the postmaster. A record of mailings shall be maintained in the division of mails on Form 3543, loose-leaf record of deposits and mailings, relating to the individual mailer. This division shall prepare Form 3551, Quarterly Newspaper and Periodical Statement, from duplicate copies of receipt Forms 3539, and submit both Form 3551 and the duplicate Forms 3539 to the postmaster for verification and mailing to the Department.

Incoming Mail

83. Letter mail.—(a) At offices where all the mail cannot be disposed of to box sections and carrier separations at the first handling on straight cases having not more than 80 separations, secondary cases should be provided for the distribution of mail to residential carriers. Where it is necessary that some mail be thrown out for secondary distribution, the primary case should have separations for each business carrier, each box section, general delivery, and each secondary case.

(b) In offices larger than those mentioned above, primary cases will be used at all times. In order to simplify the primary scheme, the station or district boundaries should follow principal thoroughfares and should remain fixed as long as practicable. Two or more small stations, grouped together by names or geographically, may be included in one separation.

(c) At most offices direct distribution to firms receiving large quantities of mail can be made on primary cases. However, there may be instances where the use of separate firm cases will be warranted on the

basis of the number of firms and the volume of mail for each firm, so that carriers may leave the office on scheduled time. In any event, the number of firm separations to be made in distribution should be determined by supervisors, as frequently as necessary, on the basis of possible saving in carrier time and the maintenance of carrier schedules. It is not believed that separations should be provided for firms receiving less than 50 letters on the first morning trip. Where the use of firm cases is found necessary, standard straight long-letter cases should be used and they should be labeled alphabetically with the largest firms arranged alphabetically in the center.

84. Circular mail.—Letter-size circulars should be handled in the same manner and in the same cases as first-class mail, except that such distribution should be confined to the day tours so far as practicable, unless there is slack time during the night hours. Distribution of circular mail should be kept current each day.

85. Paper mail.—(a) The distribution of daily and weekly newspapers should be kept current at all times. The distribution of magazines and periodicals should be completed in ample time for delivery by carriers on the due dates. The distribution of miscellaneous paper mail and large circulars should be handled under the same conditions as relate to circular mail.

(b) As in the case of letters, paper mail should be disposed of at first handling whenever possible. If a primary separation of paper mail is necessary, flat cases should be used and they should be labeled in the same manner as letter cases, whether primary or secondary cases.

(c) Flat papers and large circulars worked to carrier routes in secondary distributing cases at centralized units should be carefully placed in No. 2 sacks labeled to stations and route numbers without being strapped, where the volume of mail is sufficient to prevent disarrangement of the papers in the handling of sacks in transit. Where carriers use care in removing mail so dispatched in No. 2 sacks, little disarrangement results. Where disarrangement occurs regularly in transit, the papers should be securely strapped before being placed in the individual sacks. Where straps are used supervisors should see that they are returned to the centralized distribution unit on the first available dispatch.

(d) Large flat mail, rolls and packages of the first class should be worked in flat cases and massed to stations and box section. Generally, the volume makes it inadvisable to attempt the separation of this mail at the distribution point to carriers and firms.

86. Parcel post.—(a) Where there are three or more parcel post routes, and at all offices where tests show advantages, the

sack-routing method is to be followed in the separation of parcels for delivery. Regardless of the system used, regular delivery carriers should be required to deliver small parcels. These should be separated from the larger parcels on the first handling and sent to the paper distribution section or directly to the stations in bulk.

(b) Sack racks should be arranged in parallel formation so clerks can distribute from a hamper placed in the center without undue walking or throwing of parcels. Generally, no primary separation of parcels is necessary where the number of sack separations does not exceed 60. Parcels which cannot be handled in sacks should be arranged about the racks for convenient connection with corresponding sacks. Direct sacks should be made for firms receiving 10 or more parcels. Where a primary is necessary, it should have the same separations as the letter primary, if practicable. Each separation will include several routes, and in the final distribution the number of sacks in each secondary unit should be limited to the number required for efficient handling by a carrier on the street. Where conveyor systems are not provided, primary separations should be made in hampers which can be rolled directly to bag racks for final distribution.

(c) At offices where the sack-routing system is not used, the methods followed in arranging parcels for delivery are largely governed by the space and equipment available. At many offices parcels are separated into hampers in sufficient number as to permit expeditious loading at platforms. The office time of parcel post carriers should always be kept at the minimum, and to accomplish this, clerical employees should assist in routing as far as practicable.

(d) Special delivery, customs mail, special handling, and c. o. d. parcels should be thrown out at first handling and sent to the respective sections for the special attention required.

87. Postage-due mail.—(a) The advance deposit of funds by patrons to cover postage-due collections should be discouraged. Only in exceptional instances, and when it would be in the best interests of the service, should such deposits be accepted. In such cases, deposits of not less than \$10 should be made with the assistant postmaster, or an employee designated by him, in the same manner as other advance deposits. The accepting employee shall forward the duplicate copy of receipt, Form 3544, to the clerk handling the relative postage-due account.

(b) A clerk should be designated at each unit to handle postage-due mail for patrons who have advance deposits, but he should not be permitted to handle any money involved in postage-due transactions. He will affix the stamps to the mail matter on

which the postage is due and maintain a record showing the deposits and daily withdrawals, on Form 025. He will operate on a fixed credit of postage-due stamps, and at the close of business each day will report to the assistant postmaster the total amount of withdrawals. He will replenish his fixed credit from the designated stamp clerk by requisition on Form 017-F/C, marked "Advance Postage Due," which will be treated as cash until it reaches the assistant postmaster, who will replace it by drawing a check against the trust fund. A daily report showing deposits and withdrawals shall be prepared by the postage-due clerks, on Form 3083 suitably altered, and submitted to the postmaster.

(c) Checks should be made frequently to determine if postage-due stamps in proper amounts are being affixed to postage-due matter, if the accounts are being handled properly, and if continued maintenance is warranted.

88. Directory service.—Mail entitled to directory service should be sent to the directory section and there disposed of.

89. Change-of-address orders.—(a) With a view to reducing the amount of mail to be handled in forwarding and consequently delayed in delivery, at least three Forms 22-B, "Notice of Change of Address," should be given with each Form 22, "Order to Change Address." All employees should be required to issue Form 22-B as directed and to encourage its use.

(b) Original Form 22, or corresponding notice, should be sent to the unit of delivery from which mail is to be forwarded, for recording. Removals only shall be recorded by city carriers in connection with "Change of Address" notices. No record should be made by a carrier to whose route the patron removes. There should be one central point at the main office for the filing of forwarding orders.

Station Organization

90. Supervision. — (a) Superintendents are responsible for the proper conduct of their stations and for courteous and efficient postal service. They will be held personally responsible for unnecessary expenditures, whether it be for surplus regular employees, excess auxiliary service, or extravagance in the use of supplies and equipment.

(b) The time of supervisors should be fully utilized and they should be required to perform routine work, including window work, when it will not interfere with the

discharge of their supervisory duties. At stations and branches where an assistant superintendent or other supervisor is employed, one supervisor should be scheduled to report early and the other one late in order to insure proper supervision at all times. At stations and branches where an assistant superintendent or other supervisor is not employed, an employee should be designated to have charge during absences of the superintendent. A supervisor should be on duty when the carriers report for their trips.

91. Facing and separating mail.—(a) Station employees should separate and cancel all letter mail for delivery from that station up to the latest leaving time of carriers. At other periods of the day station employees should face and tie letter mail for dispatch to the main office or centralized distribution unit, insofar as available time permits.

(b) Delivery carriers should face letter mail to the fullest extent practicable as it is taken from the boxes and as they travel from their routes to the stations.

92. Distribution schemes.—All station clerks should be required to qualify on the distribution scheme of the station to which assigned.

93. Parcel post separations.—Outgoing parcels should be separated in conformity with the distribution at the centralized distributing unit, provided no additional cost is involved and no delay results in the handling.

94. Undeliverable second-class matter.—The action required by chapter VI, articles 143 to 149, in connection with undeliverable second-class matter, shall be performed at stations and branches for all such matter originally addressed for delivery within their delivery districts.

95. Main office and station exchange.—Sufficient transportation between the main office and stations should be provided to connect with proper dispatches to trains and to other stations. Schedules of delivery carriers should be arranged, wherever possible, so that local business mail collected in the morning will be dispatched to connect with afternoon deliveries on business routes the same day throughout the postal district. Delivery carriers should segregate local mail, and, after reaching the station, should assist if necessary in facing letter mail not faced on their respective routes for the noonday exchange.

CHAPTER VIII

Transportation of Mail

Art.

1. Government monopoly.
2. Mail bags.
17. Mail locks.
24. Mail keys and safety chains.

Art.

30. Truck padlocks and keys.
31. Receipt and delivery of mails.
47. Mail messenger service.
53. Star route service.

GOVERNMENT MONOPOLY

1. The Congress, under authority of the Constitution, has vested in the Post Office Department an absolute monopoly of the transportation of letters by regular trips or at stated periods over all post routes. Letter-carrier routes are post routes. The Government monopoly does not extend to all matter admitted to the mails, but only to letters.

Whenever a postmaster, or other officer of the Postal Service, receives information or has good reason to believe that letters are illegally brought to or sent from any city, town, landing, station, or place, whether by steamboat, railroad, private carrier, for hire, or any other mode of conveyance, or in any way in violation of law, he shall immediately report such violation to the proper inspector in charge with all the facts concerning it in his possession. If in doubt as to whether matter comes within the classification of letters or whether it may be lawfully transported and delivered other than by the Post Office Department unless postage is affixed, samples, or a complete description of the matter should be submitted to the Solicitor for a ruling.

Postmasters may accept for mailing letters delivered to them in bulk by freight, express, mail, or messenger, provided each letter bears the return card of a person or firm located within the delivery limits of their offices; is duly directed and properly sealed; and bears the proper postage, which should be purchased at the office of mailing.

The characteristics of "letters" are as follows:

Where matter in fact constitutes a message from the sender to the addressee for the purpose of informing the addressee concerning any particular transaction or circumstances upon which he relies, acts, or re-

frains from acting, such message is a "letter" within the meaning of the private express statutes. Thus, the substance and not the form is determinative. Whether the message is sent in English, in a foreign language, by code, or by system of checking from a list of printed statements, or punching holes, or point print, or raised characters used by the blind, the message is construed to be a "letter."

A "letter" is a written message, communication, notice, or other expression of thought sent by one person to another, which is forwarded for the purpose of conveying live, current information to the addressee upon which he relies or takes direct action. It is just as much a letter if sent in an envelope from one to another unsealed as if sealed, or whether in an envelope at all, if it is directed as a letter. In order to constitute a message or communication a "letter" must be addressed to or intended for some particular person or concern.

If matter conveys live, current information between the sender and the addressee, upon which the latter may act, rely, or refrain from acting, such matter is a "letter" within the meaning of the private express statutes.

While for some purposes a distinction is observed between letters and circulars, as respects postage payable, under the private express statutes the term "letters" has a broader significance and may embrace circulars. The term "circular" is defined to be a "printed letter" which, according to internal evidence, is being sent to several persons in identical terms. It is not necessary to constitute a letter that it be written.

The classification of mail matter as matter of the first, second, third, or fourth class has no bearing upon the question whether such matter falls within the category of letters as that term is used in the private ex-

press statutes. Whether a given specimen is a letter within the meaning of these statutes is determinable only after an examination of it in the light of the sender's reason for forwarding it and the use proposed to be made by the addressee of the information contained therein.

Although a sender may be entitled to a preferential rate of postage because the matter sent by him is mimeographed or multi-graphed, because it is sent unsealed, or because a large number of identical copies are deposited for mailing at the same time, this advantage has no bearing upon the question of the necessity of using the mails in the transportation of such matter. For further information see the pamphlet "Restrictions on Transportation of Letters—The Private Express Statutes and Interpretations," which may be obtained from the Solicitor.

MAIL BAGS

2. The term "mail bags" includes mail pouches and mail sacks. Mail bags are of various styles, materials, and sizes to meet the needs of the service. They are numbered according to size, beginning with No. 0 for the large size, No. 1 for the next smaller size, etc.

The principal styles of mail bags are—

Pouches, designed for locking, and used for the handling of first class, registered, and air mail.

Canvas sacks, equipped with lacing cord and cord fastener, and used for handling ordinary second-, third-, and fourth-class mails. Size 1, equipped with locking-cord fasteners, used for parcel post.

Saddle bags, designed for locking, and used only for horseback service on star routes.

Catcher pouches, designed for locking, and used exclusively for exchanging mails with moving trains by means of mail cranes and catcher arms.

Canvas sacks, equipped with a neck-strap device for closing with a lead seal, and used for foreign mails.

Use

3. Mail bags are furnished by the Department for use exclusively in the transportation of mailable matter while under the care, custody, and control of the Post Office Department, through its postmasters and other authorized agents, and shall not be sold or used for other purposes, except that mail bags may be used for the shipment of postal supplies by official mail, freight, or express.

Mail bags shall not be used for storing records, as containers for waste paper or similar matter, or for personal convenience.

Postal employees shall prevent, when pos-

sible, any abuse or improper use of mail bags and mail locks, and shall report every instance of which they may be aware of theft or illegal use of such equipment.

Loan

4. When in the opinion of the postmaster, material benefits to the Postal Service will result and dispatch of mails will be expedited, mail sacks may be loaned to publishers or others to deliver their mail to the post office, made up for dispatch in the manner prescribed by the local postmaster.

No sacks shall be loaned except upon requisition in duplicate on Form 3970. The number of sacks loaned shall be entered on the postmaster's record (Form 026.) When they are returned, a receipt on Form 3971 shall be given the borrower, who shall be credited on the postmaster's record with the number of sacks returned.

Postmasters shall see that mail sacks which have been loaned are returned to the service within a reasonable time, and should require the borrower to pay into the post office the cost of replacement for each sack lost while in his custody. The price to be charged can be obtained by writing the Bureau of Facilities, Division of Mail Equipment Shops. Receipts should be taken in triplicate for money received for the loss of mail sacks, the original to be delivered to the payer, the duplicate retained by the postmaster, and the triplicate forwarded to the Bureau of Facilities. The amount is to be deposited with other funds and accounted for as miscellaneous receipts in the quarterly account.

Sacks Containing Public Documents

5. Postmasters who receive mail sacks containing public documents or other official mail addressed to Senators or Representatives in Congress or to resident agents of any executive department at Washington, D. C., stationed within the delivery of the post office, may permit such sacks to be taken from the receiving post office for the purpose of conveniently emptying them, but with the distinct understanding that such sacks shall not be withheld from the service for a longer period than one day.

Bags With Defective Locks

6. The stitching of the seam of a mail bag may be cut to remove the mail when the lock cannot be opened.

Cord fasteners or other attachments shall not be removed willfully from mail bags, and the lacing cord must not be cut or tied into hard knots.

Mail Pouches and Sacks for Star Routes

7. Mail bags needed on a star route shall be ordered by the postmaster at the head

office. Failure on his part to keep the routes equipped with suitable bags and locks shall be reported to the Bureau of Transportation, Division of Highway and Contract Transportation.

New bags should be ordered before those in use become unserviceable.

A postmaster whose office is located on a star route may have a mail pouch used on said route repaired (no serviceable bag being available) only when the pouch has been damaged by unusual accident or the seam cut because of a defective lock. Unnecessary repair of pouches shall not be made, and sacks shall not be repaired.

The receipted bill for money paid by a postmaster for repair of a mail pouch shall accompany the quarterly account as a voucher for the allowance of the money paid and charged, together with a letter from the Bureau of Facilities, Division of Mail Equipment Shops, authorizing the expenditure. The bill shall state clearly the nature and price of the work done.

Requests for Mail Bags

8. All requests for mail bags of all styles for quantities in excess of one carload, and for saddle bags, shall be addressed to the Bureau of Transportation, Division of Highway and Contract Transportation.

Requests for mail bags in quantities of one carload or less shall be addressed to the nearest mail bag depository. Depositories are located at the following points:

Atlanta, Ga.	Los Angeles, Calif.
Boston, Mass.	Memphis, Tenn.
Buffalo, N. Y.	New York, N. Y.
Chicago, Ill.	Philadelphia, Pa.
Cincinnati, Ohio.	Pittsburgh, Pa.
Denver, Colo.	Saint Louis, Mo.
Fort Worth, Tex.	Saint Paul, Minn.
Indianapolis, Ind.	San Francisco, Calif.
Kansas City, Mo.	Washington, D. C.

Disposition of Defective Bags

9. All defective mail bags shall be promptly dispatched to the Mail Equipment Shops, Washington, D. C.

Serviceable empty mail bags shall not be included in bundles containing defective mail bags.

Mail bags which have been mutilated as a consequence of depredation upon the mails, however, shall accompany the report made to the post office inspector in charge, after which, they shall be forwarded to the Mail Equipment Shops. (See also ch. XI, art. 78.)

Disposition of Surplus Bags

10. Any serviceable mail bag not actually required for the regular dispatch of mails is surplus equipment and shall not be held at any post office to meet possible emer-

gencies unless specially authorized by the Bureau of Transportation.

All surplus mail bags shall be dispatched daily to receiving points designated by the Bureau of Transportation, except that surplus No. 1 sacks shall be retained until a full bundle can be dispatched. See article 13 of this chapter as to labels for such shipments. In cases where postmasters are in doubt as to the points to which they should dispatch mail bags, they shall obtain the necessary information from the district superintendent, Postal Transportation Service, of the division in which their office is located.

Examination of Empty Bags

11. In preparing serviceable and defective mail bags for shipment, each mail bag shall be carefully examined to see that no mail is left therein. Merely to shake pouches and sacks is not an examination. The mouth of the pouch or sack must be held open in good natural or artificial light to afford a full view of the whole interior.

Packing Surplus and Defective Bags

12. When the number on hand is sufficient, serviceable and defective bags should be packed separately as follows:

No. 1 sacks, 20 to the bundle, the twentieth used as a packer.

No. 2 sacks, 20 to the bundle, the twentieth used as a packer.

No. 3 sacks, 15 to the bundle, the fifteenth used as a packer.

No. 2 pouches, 20 to the bundle, packed in a No. 1 sack.

No. 3 pouches, 20 to the bundle, packed in a No. 1 sack.

Catcher pouches, 15 to the bundle, packed in a No. 1 sack.

Lock container pouches, 20 to the bundle, packed in a No. 1 sack.

Air parcel post sacks, 20 to the bundle, the twentieth used as a packer.

No. 1 domestic air mail pouches, 50 to the bundle, packed in an air parcel post sack.

No. 2 domestic air mail pouches, 50 to the bundle, packed in an air parcel post sack.

Zipper air mail pouches, 100 to the bundle, packed in an air parcel post sack.

Air mail pouches (converted from No. 3 sacks and pouches), 25 to the bundle, packed in a No. 1 sack.

Nos. 0, 1, and 2 foreign canvas sacks, 20 to a bundle, the twentieth used as a packer.

Nos. 0 and 1 foreign registry sacks, 20 to a bundle, the twentieth used as a packer.

Nos. 1 and 2 foreign air mail sacks, 50 to a bundle, the fiftieth used as a packer.

Labels for Surplus and Defective Bags

13. (a) First-, second-, and third-class of-

fices will use the following labels to ship surplus and defective mail bags:

Form 1161-A for full bundles of serviceable bags.

-----No-----SKS	
-----Air PP SKS	
EXAMINED	
-----No-----PCHS	
-----No-----AM PCHS	
From	

Form 1161-B for less than full bundles of serviceable bags.

-----No-----SKS	
-----Air PP SKS	
SERVICEABLE	
-----No-----PCHS	
-----No-----AM PCHS	
From	

Form 1161-C for defective bags.

MAIL EQUIPMENT SHOPS	
WASHINGTON D. C.	
-----No-----SKS	
-----Air PP SKS	
DEFECTIVE	
-----No-----PCHS	
-----No-----AM PCHS	
From	

(b) Fourth-class offices will use the following Form 1161 for all shipments; being careful to indicate whether the contents are serviceable or defective by crossing out the inapplicable term:

-----No-----SKS	
-----Air PP SKS	
SERVICEABLE	
DEFECTIVE	
-----No-----PCHS	
-----No-----AM PCHS	
From	

(c) Information as to where to send surplus equipment may be obtained from the district superintendent, Postal Transportation Service. The point to which dispatched should be entered in the first line of the label. The contents of the bundle must be indicated in the spaces provided and the name of the dispatching office shown in the "from line." The reverse side of the label must bear the postmark of the dispatching office.

(d) Requisitions for labels by first- and second-class offices must be addressed to the postmaster at Chicago, Ill.

Third- and fourth-class offices will obtain the labels by requisition on the designated supply office.

Reports of Mail Bag Depositories

14. Postmasters whose offices are designated as depositories for mail bags and locks shall render to the Bureau of Transportation, Division of Highway and Contract Transportation, at the end of each day an account on Form 5047, giving the information indicated thereon.

Mail bags and locks received for storage shall be kept separate and apart from the equipment in use for the current needs of a depository post office.

Postmasters in charge of depositories, however, may withdraw equipment, without special instructions, to meet the needs of their respective offices, and to meet emergency calls from other post offices.

Return of Foreign Bags

15. Mail bags received from and belonging to foreign countries shall be promptly returned empty, pursuant to the international postal regulations; and such bags shall not be used by postmasters or others.

Disposition of Cord Fasteners and Label Cases

16. Cord fasteners and label cases which become detached from mail bags shall be forwarded by ordinary mail to the Bureau of Facilities, Division of Mail Equipment Shops.

Employees in road units of the Postal Transportation Service are instructed to deliver such detached articles to the terminal post offices for proper disposition.

MAIL LOCKS

17. The term "mail locks" includes:

The LA lock, used for locking pouches in which first-class mail is conveyed and sacks in which parcel post is conveyed.

The rotary registry lock, used at authorized post offices and by postal employees specially authorized for locking pouches and sacks containing registered matter only.

The brass (star route) registry lock, used only where specially authorized by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, its principal use being at designated post offices on star routes to lock mail bags containing registered mail and ordinary through mail.

The letter-box lock, used for United States collection boxes. (Various kinds of padlocks and "inside" or "arrow" locks.)

Special mail locks, used when specially authorized.

Mail locks shall be used exclusively in the

Postal Service and shall not be diverted to private or other uses, nor shall they be sold or otherwise disposed of to private persons.

Requests for Locks

18. All requests for mail pouch locks in quantities of 500 or more shall be addressed to the Bureau of Transportation, Division of Highway and Contract Transportation.

All requests for mail pouch locks in quantities less than 500 shall be prepared and addressed to the nearest depository listed in article 8 of this chapter.

Defective Locks on Pouches

19. When a lock attached to a pouch or sack cannot be opened, the stitching of the seam of the bag may be cut and another bag and lock, if available, placed in service.

In case no other bag is available and the foregoing provision cannot be complied with, the pouch or sack shall be passed unopened to the next office on the route, and so on, if necessary, until it reaches a terminal office, where the postmaster shall release the mail as above provided.

Disposition of Defective Locks

20. Whenever a mail lock of any kind is found to be defective in the slightest degree, it shall be withdrawn immediately from service. Defective LA locks, rotary locks, and all other defective locks except letter-box locks, shall be sent by ordinary mail to the Bureau of Facilities, Division of Mail Equipment Shops, Washington, D. C., but rotary locks shall not be included in the same package with other locks. All defective letter-box locks shall be forwarded to the Bureau of Facilities, Division of Mail Equipment Shops, by registered mail, with a letter of advice.

Defective mail locks returned to the Department are not replaced unless accompanied with a requisition for good locks in lieu thereof.

Employees in road units of the Postal Transportation Service are instructed to deliver defective locks to the terminal post offices for proper disposition.

Disposition of Surplus Locks

21. Any serviceable LA ordinary mail lock or rotary registry lock not actually required for the regular dispatch of mails is surplus equipment and shall not be held to meet possible emergencies of the service without special permission from the Department.

Surplus LA locks and rotary locks shall be dispatched daily by offices of the first class by ordinary mail to receiving points designated by the Bureau of Transportation. In cases where postmasters are in doubt as to the points to which they should dispatch locks they shall obtain the necessary information from the district super-

intendent, Postal Transportation Service, of the division in which their office is located.

Offices of the second, third, and fourth classes dispatching pouches of mail to railway post office lines shall include daily in the pouches all surplus locks. Offices of the second, third, and fourth classes not dispatching mail to railway or highway post offices shall send surplus locks daily to the nearest office making such dispatches.

Rotary locks shall have the hasps closed and be tied together when dispatched in pouches with mail. If it seems probable that dispatching the locks in the pouch without wrapping would cause damage to mail in the pouch, they shall be wrapped separately from other locks. Separate pouches closed with iron locks and containing only rotary locks shall be used in transmitting rotary locks when the number is such that damage to mail might occur were they enclosed in a pouch with mail. Packages or pouches containing only rotary locks shall be marked "Rotary locks." The package or pouch shall show by postmark the name of the dispatching office. Locks must not be dispatched in catcher pouches. Surplus rotary locks in course of return, or supplies of rotary locks being issued, shall not be registered or billed unless the locks are in course of transmission to or from a naval vessel or naval organization located at a point beyond the continental United States. Surplus rotary locks transmitted to or from such naval units located in Alaska should be registered and billed.

Surplus brass registry locks shall be forwarded promptly, by ordinary mail, to the nearest lock depository.

When shipped in quantities, rotary locks should be packed 100 in a lock container pouch, and ordinary locks should be packed 400 in a lock container pouch.

Letter-Box Locks

22. Each application for letter-box locks shall be addressed to the Bureau of Facilities, Division of Mail Equipment Shops, and shall state explicitly the combination and number of locks wanted and why they are needed.

When letter-box locks are sent to an office, the card form of receipt and inventory forwarded therewith shall be filled in carefully and verified, and then returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Postmasters shall keep an accurate and separate account of each combination of letter-box locks issued to their respective offices. The inventory submitted by a postmaster shall account for every letter-box lock of the combination to which the inventory refers with which his office is charged, and any discrepancy must be explained by letter accompanying the inventory.

Postmasters at letter carrier offices shall keep on hand such letter-box locks in excess of the number of collection boxes in actual use as may be authorized by the Department.

Surplus letter-box locks shall be kept in a safe, or other secure place, in the post office, and when any of them are issued to replace defective locks, the latter shall be returned to the Department promptly in accordance with article 21 of this chapter.

All letter carriers should be expressly instructed that it is forbidden (1) to put oil or grease in mail locks, (2) to pry open the case of such locks, and (3) to damage a letter box in order to remove a defective lock.

The shackle of a letter-box padlock may be sawed when it is on a letter box and cannot be opened with a key, but not until the carrier has properly reported the matter to the post office and a new key has been tried in the lock. Should it be necessary to remove a damaged "inside" or "arrow" letter-box lock, a most satisfactory method is as follows: Carefully center the screws with a center punch, and then drill a hole at least three-sixteenths inch deep, using a breast drill and a No. 22 twist drill; drive out the screws with a drive punch the same size as the drill; remove the lock, then re-tap the holes with a three-sixteenth-inch 32-pitch, or No. 10, 32-pitch tap. For cast-iron type of box, holes should be drilled to a depth of at least three-eighths inch. If the foregoing method is not feasible, remove the screws by any available method that will not damage the lock or box. No attempt shall be made to open a letter box by the methods described until a new key has been tried in the lock.

Theft or Improper Use

23. Mail locks shall be used exclusively in the Postal Service and shall not be diverted to private or other uses, nor shall they be sold or otherwise disposed of to private persons.

Postal employees shall reclaim, when possible, all mail locks found to be in improper hands or applied to any other than their lawful use. If any criminality or violation of the regulations appears to be involved, a report stating the facts, together with the reclaimed lock or locks, should be submitted to the proper post office inspector in charge. If no criminality or violation of the regulations is involved, serviceable locks shall be returned to proper use, and defective locks handled as provided in article 20 of this chapter.

In case of theft or loss of a letter-box lock, or theft of any other kind of mail lock, a report stating the facts and circumstances relating to such theft or loss shall be made immediately to the proper inspector in

charge, and also to the Bureau of Facilities, Division of Mail Equipment Shops.

MAIL KEYS AND SAFETY CHAINS

24. The term "mail keys" includes all keys issued by the Department for use in connection with mail locks. The ordinary mail keys in general use are known as LA keys.

Mail keys are furnished to postmasters, postal clerks, and post-office inspectors, and other personnel of the Postal Service as may be authorized by the Department to use them.

Application for

25. Application for mail keys and safety key chains shall be addressed to the Bureau of Facilities, Division of Mail Equipment Shops, and prompt request shall be made for new keys which may be needed to replace broken, lost, or damaged ones.

Accounting for Keys

26. Records.—A mail key which is the subject of correspondence should be referred to by its number and combination.

The receipt form which accompanies every mail key issued for service shall be filled in and signed by the proper person and immediately returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Each mail key bears a different number. Every postmaster or employee to whom mail keys are furnished shall be charged therewith and held to a strict account therefor. When a postmaster receives a mail key he shall make a record, to be kept in his post office, of the date of its receipt, the number of the key, and its combination. In case of letter-box keys the combination shall be shown on the record. Postmasters shall during the last week of the March and September quarters make and keep on record an inventory of all keys charged to their respective offices.

Postmasters shall acquaint themselves with the mail keys charged to their respective offices; and shall forward promptly, by registered mail, to the Bureau of Facilities, Division of Mail Equipment Shops, with a letter of advice, any other mail keys coming into their possession for discontinued post offices or other sources.

27. Assignment to carriers.—Postmasters shall obtain and file in their offices receipts from letter carriers for mail keys issued to them. The following two plans are considered as meeting this requirement and postmasters should adopt whichever one is most practicable for use in their offices.

(1) Sets of keys should be made up for each route with the serial number of each key entered in the record book, Form 3978-L or 3978-S. Opposite each serial

number should be placed the number of the route to which the key is assigned. Metal or fiber tags, or "key checks," each bearing a different number, should be issued to both regular and substitute carriers, as accountable property, requiring signed receipts therefor. Then, when a carrier, either regular or substitute, calls for a set of keys assigned to the route he is serving, he will surrender his key check to the employee in charge of the keys. This employee will place the check on the proper hook or separation in the key case to be returned to the carrier when he returns the set of keys. This procedure will apply to all sets of keys, including extra sets required by substitute carriers assigned to help regular carriers, and, therefore, eliminates the necessity for having substitute carriers sign for keys each time a set is drawn. Key checks issued to regular carriers could be numbered to correspond to their route numbers.

(2) Sets of keys should be made up, as described above, and in addition a small metal or fiber tag bearing a serial number should be attached to each set. This number should be entered in the record book, in addition to the route number, opposite the serial number of each key in the set. The number on this small tag will identify the set of keys, and may be entered on the receipt to be signed by a substitute carrier for any set drawn by him. In this manner, it will not be necessary to list the serial number of each key on the receipt, as the serial number on the tag will be sufficient identification. In this case, keys will continue to be issued to regular carriers upon surrender of their key checks.

Above the hook or opening in the key case, depending upon the type of case, can be placed a small notation showing the quantity of keys in the set assigned to a route, and the route number. The employee receiving returned keys then will be able to tell at a glance whether or not the set is complete.

Under either of these plans the necessity for obtaining the regular carriers' signatures in the key record book is eliminated.

Safekeeping

28. Mail keys shall be kept with special care, and shall not be exposed to public observation nor allowed to pass into the hands of mail contractors, drivers, mail messengers, or other unauthorized persons.

Every mail key, except those furnished as extras, shall be kept attached to a safety chain until the key is returned to the Bureau of Facilities, Division of Mail Equipment Shops.

The LA mail keys in use at post offices shall be attached by means of a long safety chain and screw-eye to the receiving table or other fixture, in a safe place inaccessible

to the public, having in view the safety of the key.

Safety key chains which are badly worn and endanger the safety of mail keys shall not be used.

No mail key shall be transferred or exchanged except to a successor in office, nor loaned without special instructions from the Department.

Postmasters and other postal employees shall report to the Bureau of Facilities, Division of Mail Equipment Shops, all instances which come to their knowledge of the loss or accident to, or of any unlawful or improper use of mail keys. In all cases the combination, as well as number of key, shall be stated.

When extra mail keys are furnished for use in cases of emergency, they shall be locked in a safe place in the post office, accessible only to the postmaster and his assistant.

Unserviceable

29. No attempt shall be made to have a mail key repaired.

If the only mail key in an office supplied by star, rural, or special route is broken, or is so defective as not to open the mail locks, the bags shall be passed unopened to the next postmaster on the route with a written request that the letters for said office be delivered in a sealed package, by the mail carrier, until a new key can be obtained.

The failure of a mail key in apparently good condition to open the pouch lock for which designed indicates that the lock is defective.

Unserviceable keys shall be returned to the Bureau of Facilities, Division of Mail Equipment Shops, by registered mail, accompanied with a letter of advice. Broken (all parts), defective, and stray mail keys shall be forwarded without delay. Mail keys and locks shall not be sent in the same package.

GOVERNMENT-OWNED TRUCK PADLOCKS AND KEYS

30. Postmasters shall send defective padlocks and keys, together with requisitions for their replacement, to their central repair unit of the Vehicle Service. Defective padlocks and keys shall be examined and mutilated preparatory to their disposition locally as junk by the central repair unit. Central repair units will order replacements and additional padlocks and keys for all their district offices from the Division of Equipment and Supplies. Postmasters shall report the loss or theft of padlocks and padlock keys to the inspector in charge and send a copy of the report to the Division of Vehicle Service.

RECEIPT AND DELIVERY OF MAILS

31. The railroad company shall take the mails from and deliver them into all post offices and postal stations located 80 rods or less from a railroad station at which the company has an agent or other representative.

The Department provides for the carriage of mails to and from post offices and postal stations located more than 80 rods from the nearest railroad station and also to and from post offices and postal stations located 80 rods or less from the nearest railroad station when the company has no agent or other representative employed at such station. The Department may also provide for such service at any post office or postal station and relieve the company of the performance of the service whenever such action is deemed advisable.

Mail Catchers and Cranes

32. When used.—Mail catchers and cranes are used for exchanging mails between post offices and railway post offices when trains do not stop at the stations.

33. Type of pouch.—Special mail pouches are provided for catcher exchanges, and no others shall be used.

34. Arrangement of mail in pouch.—When only one package or piece of mail is to be dispatched, it shall be placed in the bottom of the pouch. When there is more than one package or piece of mail to be sent, it shall be divided about equally between the top and bottom. The strap shall be buckled around the center of the pouch. In case the strap is missing, the middle of the pouch shall be tied. (See ch. XI, art. 112, as to dispatch of registered mail in catcher pouches.)

35. Weight limitation.—The limit of mail that may be placed in a catcher pouch is 35 pounds. Letter mail shall be given preference; and when the matter on hand for dispatch exceeds 35 pounds, the excess shall be dispatched by local train, if there is one, or otherwise in the next catcher pouch.

36. Affixing pouch to crane.—Catcher pouches shall be hung on the mail crane lock end down. They should be hung not exceeding 10 minutes before the time of arrival of the train. The person hanging the pouch shall watch the pouch until it is caught by the train. If there is a failure to catch the pouch he shall deliver it to the post office, and the postmaster shall report immediately the failure (either to catch or deliver a pouch) to the district superintendent, Postal Transportation Service, giving probable cause of failure.

37. Return of extra pouch.—When a pouch is not caught but one is put off, the extra pouch shall be returned by the next mail train. The regular and extra pouches shall

be strapped or tied together in the middle as one pouch.

38. Lights on cranes.—When mails are caught at night from a crane, the railroad company shall furnish the lantern or light to be attached to the crane and keep it in proper condition, regularly placed, and lighted. The light shall furthermore be so kept and displayed for the guidance of the clerks when delivery only is made. If the company has no agent or other employee at the station, the company shall furnish the light, which shall be cared for and placed by the Department's carrier.

39. Cranes not lighted and out of repair.—When a mail crane is out of repair or is not lighted, report thereof shall be made to the district superintendent, Postal Transportation Service.

40. Signal of approach to crane.—The engineer or motorman of a train in which railway post office service is operated shall give timely notice, by whistle or other signal, of its approach to a nonstop point at which mails are caught or delivered.

Transfers Between Trains

41. At connecting points where railroad stations are not more than 80 rods apart, the company having mails on its trains to be forwarded by a connecting train shall be required, unless relieved of the service by the Department, to transfer such mails and deliver them into the connecting train under the following conditions: (1) If passengers or baggage are transferred. (2) Where the two companies have agents or representatives employed. If the connection is not immediate, the mails will be delivered to the agent of the receiving company for proper dispatch on their trains. Transfers of mail between connecting trains of steam railroad routes and cars of electric railway routes shall be required to be made by the companies operating the routes where they employ agents and the stations are adjacent and readily accessible to each other and the connection is immediate, except where other provisions for the service may be made by the Post Office Department. Companies shall be compensated separately for any such transfer service performed by them, unless it is performed in or directly contiguous to railway terminals and depots. Where the tracks of electric car routes are contiguous, transfers of mail between the cars shall be required of the operating companies when practicable and the connection is immediate.

Agents of Railroad Companies

42. At places where railroad companies are required to take the mails from and deliver them into post offices or postal stations or to transfer them to connecting railroads, the persons employed to perform such service shall be regarded as agents of

the companies and not employees of the Postal Service. Such persons shall be more than 18 years of age and of suitable intelligence and character but need not be sworn. Postmasters shall promptly report any violation of this requirement to the general superintendent, Postal Transportation Service, of the division in which the violation occurred.

Advance Delivery

43. When it is desirable to have mails taken from the post office or postal station to the train in advance of the regular time of closing mails, at points where the service devolves upon the company, the company shall be required to make such advance delivery.

Delayed Trains

44. When the Department mail messenger cannot wait for a delayed train without delaying other mails, the railroad company shall be required to take charge of and dispatch the mails for the delayed train and shall be responsible for the incoming mail until it is delivered to the messenger or other authorized representative of the Department.

In cases where the company's agent cannot give the mail messenger or other carrier of the mail advance information as to the time the train will arrive, the messenger need not wait for the train beyond its scheduled time of arrival. When the train is reported as being more than 2 hours late, the messenger need not wait for the arrival of the train. In such cases the messenger may deliver the mail to the company's agent or other representative, whose duty it shall be to dispatch the mail by the proper train and to retain custody of the incoming mail, if any, until it is called for by the messenger. When the train is reported to arrive within 2 hours of scheduled time, the messenger should await the arrival of the train, but need not wait more than 2 hours, at the expiration of which time he may turn the mails over to the agent, whose duty shall be the same as in the other cases. At a point where there is no railroad representative on duty and the mail messenger has no means of ascertaining when a delayed train will arrive, it is the duty of the mail messenger to wait at least 2 hours beyond the scheduled time of arrival of the train, after which time he may return the mail to the post office to be included in the next regular dispatch. In all cases where mail is turned over to the company's agent for dispatch, the company shall be responsible for its proper handling. The messenger shall call for and deliver the incoming mail to the post office as soon as practicable after the arrival of the train, unless the train arrives at a late hour of the night and the post of-

fice is closed, when the incoming mails may be disposed of as provided in article 45 of this chapter.

Night Arrivals

45. Whenever the mail on any railroad route arrives at a late hour of the night or at a time when the Government messenger is not on hand to receive it, the railroad company shall, if a representative is on duty, retain custody thereof by placing the mail in a secure and safe room or apartment of the depot or station until called for or until the following morning, when it shall be delivered at the post office or to the Government messenger at as early an hour as the necessities of the post office may require. The Department reserves the right, however, to require such service of the railroad company at times when the regular representative may not be on duty.

At points where there is no railroad representative employed or on duty and there is a railroad station or depot, and mail trains pass late at night, the railroad company shall, if deemed necessary by the Postal Transportation Service, provide exchange of mails through a safe room in the depot or by means of a safe and suitable locked box at the station.

Night Dispatches

46. When a train departs from a railroad station between 9 p. m. and 6 a. m., and it is deemed necessary to have the mail dispatched by such train, the general superintendent of the Postal Transportation Service shall, where mail is taken from and delivered into the post office by the railroad company, request the company to have its messenger take the mail to the railroad station at such time as will best serve the interest of the mail service; or where a mail messenger or carrier is employed by the Post Office Department, shall direct the postmaster to have the mail messenger do so. Such mail shall be taken in charge by the agent or other representative of the railroad company, who shall be required to keep it in some secure place until the train arrives and then see that it is properly dispatched.

MAIL MESSENGER SERVICE

Securing Bids

47. Where mail messenger service is deemed necessary, the postmaster at the office to be supplied will be instructed to advertise for 10 days for sealed proposals to perform the service in accordance with the specifications prepared by the Department. The postmaster shall post the advertisements in the most conspicuous places in the post office, and at such other public points as will bring the matter to the atten-

tion of those likely to bid for the service. He shall give wide publicity to the advertisement, without expense to the Department.

Transportation of the mails in covered, screened, or paneled, and locked vehicles furnishing complete protection to the mails may be authorized in cities and towns without formal written contract and bond, under the rules and regulations governing ordinary mail messenger service.

The postmaster shall receive all bids offered, and when the time of advertisement has expired shall forward all of them UNOPENED and enclosed in one envelope, together with a copy of the notice posted and a statement of the manner of giving it publicity, to the Bureau of Transportation, Division of Highway and Contract Transportation.

The postmaster shall also forward at the time he transmits the bids a specific statement of the service required and a report as to the character and suitability of the bidders on Form 2638. Bidders may forward bids direct to the Post Office Department, but should inform the postmaster so that he may make proper report.

Notice of the designation of a mail messenger is sent to the postmaster, who on its receipt shall immediately notify the designated party to begin service on the date mentioned in the notice, and notify the retiring messenger of the date he is to be released.

(See ch. II, art. 170, regarding employees interested in mail contracts.)

Extension of Service

48. The postmaster shall not extend the service of a mail messenger beyond the limits of that named in the advertisement and notice of designation without express authorization from the Post Office Department.

Requirements

49. Mail messengers shall be not under 16 years of age, and shall be suitable persons to be entrusted with the care and custody of the mails.

No bid for carrying the mail on a mail messenger route shall be considered unless the bidder resides on or contiguous to the route on which the service is to be performed, or files with his bid an agreement that in the event of the service being awarded to him he will reside on or contiguous to said route. Mail messengers shall give personal attention to the performance of the service.

The mail messenger may employ assistant mail messengers at his own expense, when necessary. Such assistants shall conform to all requirements applicable to the mail messenger himself. All assistant messengers must meet with the approval of the post-

master having jurisdiction over the service and take the required oath. When a mail messenger is absent from duty for short periods and an assistant messenger is employed, the assistant's services shall be paid for by the regular messenger.

No person shall be paid by the Post Office Department for mail messenger service unless the employment of such service has been authorized previously.

A mail messenger may resign at any time by giving written notice 45 days before the time he intends to cease service.

A mail messenger shall not assign or sublet the service.

Postmasters to Supervise

50. The postmaster shall instruct the mail messenger in regard to the performance of his duties, prescribe schedules of arrivals and departures for the service subject to approval of the proper official of the Postal Transportation Service in those instances where payments are made on a trip basis (allowing reasonable running time for the trips), and require the messenger to receive and deliver the mails in case of delayed trains or boats.

The postmaster shall keep an accurate record of all failures to perform trips and of all other delinquencies or irregularities, and the delays or injuries resulting therefrom. He shall report these matters, stating the cause or causes therefor and including the mail messenger's explanation thereof, to the Bureau of Transportation, Division of Highway and Contract Transportation. No fines shall be imposed without authority from the Bureau of Transportation, Division of Highway and Contract Transportation.

Postmasters shall report promptly to the Bureau of Transportation, Division of Highway and Contract Transportation, when mail-messenger service ceases to be necessary or when the cost of service can be reduced by a readvertisement of the route. When a change in the location of the post office or the railroad station or airport materially affects the performance of mail messenger service, postmasters shall promptly report all the facts and ask for any necessary instructions. They shall not, because of any such change, discontinue mail messenger service without instructions from the Bureau of Transportation, Division of Highway and Contract Transportation.

If a mail messenger dies, resigns, or abandons the service for any reason, the postmaster shall at once report the facts to the Bureau of Transportation, Division of Highway and Contract Transportation.

The postmaster shall at once forward to the Bureau of Transportation, Division of Highway and Contract Transportation, the certificate of oath required of all regular and assistant messengers.

Mail messengers shall be paid monthly by the designated postmasters. When the services of a mail messenger terminate for any reason, final payment shall be deferred until notification is received from the Bureau of Transportation, Division of Highway and Contract Transportation, authorizing such payment.

Postmasters shall report quarterly and certify to the performance of mail messenger service upon Form 2242, strictly in accordance with instructions printed thereon.

Duties of Messengers

51. Mail messengers shall receive the mails from and deliver them into post offices, to air carriers or air mail offices, mail cars and steamboats when such cars or boats are accessible. They shall also deliver and receive mails at mail cars even when not accessible to the messenger's vehicles if mail trains arrive at times when no railroad representative is on duty. The railroad company shall furnish the trucks if trucking is necessary. Mail messengers shall deliver and receive mail at the mail cars though not accessible to the messenger's vehicle, or place them on cranes when required, even though a railroad representative is on duty, if the volume of mail is relatively small and can be readily handled by the messenger by hand on one trip. Otherwise, when cars or boats are not accessible to the messenger's vehicle, the mails shall be delivered to and received from the railroad or steamboat employees at the nearest accessible point. The service shall be performed in accordance with the schedules of arrivals and departures prescribed by the postmaster.

The mail messenger shall guard the pouches and other mail in his custody from theft or injury, and shall obey all orders and regulations or special instructions from the Post Office Department or the postmaster affecting the mail messenger service.

When for any reason the mail messenger is unable to make proper dispatch of mails in his custody, or when there is a failure to catch a pouch from a crane, the mail messenger shall return and deliver the mails into the post office and notify the postmaster. Mail messengers shall not be permitted to retain mails in their homes.

Temporary Service

52. Where temporary service becomes necessary before the establishment of mail messenger service, the postmaster shall apply to the Bureau of Transportation, Division of Highway and Contract Transportation, for authority to employ such service, stating the necessity for it and the lowest obtainable rate per annum at which it can be secured. No payment shall be made for such service unless it has been previously authorized.

In the event a mail messenger for any reason fails to provide service on an established route, the postmaster may employ such temporary service as may be necessary, at a rate not exceeding that at which service on the route was authorized and make immediate report thereof to the Bureau of Transportation, Division of Highway and Contract Transportation. If the necessary temporary service on the route cannot be secured at such rate, the postmaster shall ascertain the lowest rate obtainable and report at once by wire if necessary, with a statement of its necessity and await instructions.

STAR ROUTE SERVICE

53. The term "star route" means a post route on which the mails are carried under a formal contract awarded to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service.

Postmasters or other employees of the Postal Service shall not disclose to anyone the amount of any bid of which they may have knowledge. Doing so will be sufficient cause for removal from the service.

The approval of the sureties shall be by a postmaster or duly appointed acting postmaster, and the certificate shall be signed in person by such official, and not by an assistant postmaster or clerk, either in his own name or in the name of the postmaster.

"Head of a Route"

54. Wherever the post office at the "head of a route" is referred to, it shall mean the post office first named in the statement of the service, whether originally the initial point or subsequently made so by reason of change of the route. An office from which a mail carrier starts to make his trip is not necessarily the "head of the route."

Qualifications of Carriers

55. Except for mail messengers who may be 16 years of age or over, no person under 18 years of age shall be permitted to carry mail. No person who is undergoing sentence of hard labor imposed by a court having criminal jurisdiction shall be permitted to perform any service under a mail contract. The carriers on star routes shall be persons of good character, reliable, and trustworthy, and of sufficient intelligence to handle properly and deposit mail along the routes.

Performance of Service

56. All mail contractors shall be required—(a) To carry the mail with celerity, certainty, and security, using therefor

such means as may be necessary to transport the whole of the mail whatever its size, weight, or increase during the term of the contract, and without additional pay; to carry the mail by the schedule of departures and arrivals stated in the advertisement under which the contract is made and within the running time fixed therein, until said schedule is altered by the authority of the Postmaster General and then to carry the mails according to such altered schedule; provided that when more than 10 minutes is taken for opening and closing the mails at any office the additional time so taken will be allowed in addition to the time fixed in said schedule, unless otherwise provided in the contract; mail contractors are required in all cases to carry the mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require; and to carry the mail, upon demand, by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips specified in the contract, in the same manner and subject to the same regulations as are provided concerning regular trips.

(b) To carry the mail in a safe and secure manner and to protect it from becoming wet or otherwise injured.

(c) To take the mail and every part thereof from, and deliver it promptly at, each post office on the route, or that may be established on the route, and into the post office at each end of the route, and into the post office, if one is there kept, at the place at which the carrier stops for the night; and if no post office is there kept, to lock it in some secure place, at the risk of the contractor. When a carrier cannot drive his conveyance near the door of an intermediate post office, the postmaster shall arrange to take the mail from him, and a carrier shall not enter a post office or other building, leaving his conveyance with mail therein unprotected. In no case shall the mail be thrown on the ground.

(d) To be accountable and answerable in damages for the person to whom the contractor shall commit the care and transportation of the mail, and responsible for his care and faithful performance of the obligations assumed by the contractor and imposed by law; to commit the care or transportation of the mail to no person under 18 years of age, nor to any person prohibited by law from being concerned in a contract for carrying the mails; to discharge any carrier of the mail whenever required so to do by the Postmaster General; to carry without additional charge post office blanks, mail locks and bags, and other postal supplies, and to also carry post office inspectors and other agents of the Department on the exhibition of their credentials, if a suitable conveyance is used.

(e) Where the service on a star route terminates at a railroad station, to make the exchange of mails with the postal clerk on the train; where crane and catcher service is used, to hang the pouch on the crane and remain in charge of it until it is on board the train, and to take charge of the pouch immediately upon its being thrown from the mail car, unless the star route terminates at a railroad station at which the railroad company has an agent and the requiring of the carrier to remain at the station and receive the mail from or deliver it to the train would delay the mail for the star route or impose a hardship upon the carrier, in which cases the carrier on the star route shall deliver the mail to and receive it from the agent of the railway company, the agent being required to receive the mail from and place it on the train.

Additional Duties of Carriers

57. Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required, at the risk of the addressees, to deliver ordinary mail into all boxes and hang mail bags and satchels containing mail on cranes or posts that may be erected along the routes. They shall also be required to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office, in accordance with the rules governing such service and without charge to the person sending or receiving the mail. Registered, insured, or c. o. d. mail shall not be so delivered unless expressly directed by the addressee in a written order.

NOTE.—On some routes it is a requirement of the contract that the carrier shall sell stamp supplies and accept and give receipts for applications for money orders and the money therefor, also for matter presented for registration or for insurance and for c. o. d. parcels. On such routes patrons should meet the carrier to purchase stamp supplies or procure receipts for money orders, registered, insured, or c. o. d. matter.

On star routes where box delivery is required, persons may have such service from the post office to which their mail is addressed (which shall be one or both of the two post offices on the route on either side of and next to the box), but postmasters must not send mail for box delivery by carriers upon a verbal request; a written request for such delivery must be filed in the post office and mail shall not be given a carrier under any circumstances, for delivery outside of the regular lock pouch, before it has reached the post office to which it is addressed. No mail so delivered to a carrier shall be carried past another post office before being deposited into a mail

box, but when a carrier travels a different road on the return trip from that used on the outward trip, a postmaster may place in the pouch mail addressed to patrons of his office who reside along the road traveled by the carrier on the return trip, such mail to be taken from the pouch by another postmaster, who shall hand it to the carrier for delivery.

Any person living on or near a star route—where the contract calls for box delivery and collection service—and not within the corporate limits of any town, nor within 80 rods of any post office, who desires his mail deposited at a given point on the line of the route by the carrier, must provide and erect a suitable box which will properly protect the mail or provide a sack or satchel with suitable post or crane so erected that the carrier may deliver and collect mail without dismounting from his vehicle.

Persons residing on roads traveled by both rural delivery and star route carriers may qualify as patrons of either or both routes.

Contractors and carriers on star routes are not prohibited from transporting, outside of the mail, packages of merchandise, etc., even though such packages may be mailable, but if such packages are presented as mail with stamps affixed, they must then be transported as mail, and the contractor or carrier cannot make any charge therefor.

A contractor or carrier on a star route is permitted to transport intoxicating liquors outside the mails the same as any other freight or express, while in the performance of mail service, if such transportation is not in violation of any local, State, or Federal law.

Schedules

58. Service on star routes must be performed on all schedule days regardless of holidays, except that where a star route is dependent upon a rural route for its mail supply, service need not be performed on holidays when the rural carrier is not required to perform service; with the further exception of those star routes the contracts for which specifically provide that service need not be performed on holidays unless otherwise ordered by the Department. The contractor agrees in his contract that deduction shall be made from his pay for all required service not performed.

Postmasters should advise the proper district superintendent, Postal Transportation Service, whenever a change of schedule on a star route is necessary or advisable, in order that proper action may be taken to have mails received and dispatched in such manner as to provide the patrons of the route with the most expeditious service, but changes of schedule entirely in the interests of the contractor should not be recommended.

Monthly trip reports (Form 5400) of service on star routes shall be forwarded after the close of each month direct to the proper general superintendent, Postal Transportation Service, by the postmasters at all scheduled points. Trip reports should not be enclosed in envelopes.

Employment of Special Carrier

59. When directed by the Department, a postmaster at a post office not on an established route may employ a suitable person to perform special mail service as often as necessary. The oath of office of the person so employed shall be transmitted to the Bureau of Accounts, Post Office Department.

Immediately after the close of each quarter on March 31, June 30, September 30, and December 31, the postmaster shall transmit to the proper general superintendent, Postal Transportation Service, on forms furnished for that purpose, a certificate showing the postmaster's salary and service of special carriers during the preceding three months. The postmaster shall not pay the special carrier.

Special mail service shall be continued until regular service is authorized or other instructions are given by the Department.

Reports of Delinquencies

60. A special report shall be made by the postmaster to the Post Office Department in each of the following cases:

(a) Mail carried by a person who has not taken the oath.

(b) Mail carried by a person under the prescribed age.

(c) Carrier intoxicated on duty, or when he calls for the mail. The postmaster in such cases shall suspend the carrier and employ another for the trip or for completion of the trip at the lowest obtainable rate.

(d) Failure of carrier to deposit mail in a post office when he stops overnight.

(e) Mail arriving without a lock. If the name of the person at fault can be ascertained, it shall be included in the report.

(f) Mails left exposed to damage or depredation.

(g) Failure of carrier to protect mail properly from the weather. The postmaster shall call the carrier's attention to such delinquencies and see that they are corrected.

(h) Failure of carrier to take all the mail on each trip.

(i) Mails unnecessarily thrown upon the ground. Mail pouches or sacks (or contents) damaged by being dragged about or otherwise.

(j) Where any postmaster, assistant postmaster, rural carrier, or clerk (temporary

or substitute) employed in any post office, or any member of the immediate family of a postmaster or assistant postmaster is interested in any mail contract or employed either regularly or temporarily as a carrier of the mail.

(k) Extraordinary failures, interruptions, or abandonment of service.

Postmasters shall furnish the Department with any information that may aid it in enforcing the performance of duty on the part of contractors, and in securing regularity, safety, and efficiency in the mail service. All reports shall state the number and terminal points of the route, if known.

Carrier's Explanation for Delinquencies

61. When mail fails to arrive at the end of a contract route or at any intermediate scheduled point within the time fixed in the contract of schedule, the contractor shall promptly send his explanation to the Post Office Department, stating particularly the cause of the failure. A specific explanation

shall be furnished by the contractor for each delinquency. Mere general allegations will not be considered. If only part of the trip was performed, the report shall show what part and state the distance traveled.

Oath of Carriers

62. All mail carriers when carrying mail for contractors shall, before entering upon their duties as such, take the oath prescribed in chapter II, article 28. This does not apply to employees of railroad companies, and of contractors for steamboat or other powerboat service, or for star route service where the contractor operates regular passenger busses and carries mail therein. Pilots or other employees carrying mail for a contractor on any international air mail route, however, may be required to take only that part of the oath relating to faithful performance of duty and to paying over money belonging to the United States. Postmasters shall see that these requirements are strictly complied with.

CHAPTER IX

Delivery of Mail

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GENERAL INSTRUCTIONS FOR DELIVERY OF ORDINARY MAIL

See chapters XI and XII for special instructions concerning delivery of registered, insured, and c. o. d. mail and chapter VIII, article 57, for delivery on star routes.

1. Mail should be delivered to the person addressed or in accordance with his written order. When the addressee habitually sends for or receives his mail through his clerk, servant, agent or some member of his family, and recognizes or acquiesces in such delivery, no written order is required.

When a person requests delivery to him of another's mail, claiming that the addressee has orally given him authority to receive it, the postmaster, if he doubts the authority, may require it to be in writing, signed, and filed in his office.

Ordinary letters bearing the word "Personal" in connection with the address shall be delivered the same as other mail for the addressee.

When a postmaster is in doubt as to the identity of the addressee, he may require proof, and shall exercise great care to make proper delivery, especially where mail appears to be of value.

Addressee in Prison

2. A letter addressed to a person imprisoned shall be delivered in accordance with the order of the person addressed. In the absence of an order, the mail may be delivered to the sheriff or officer having charge of the prisoner.

Two or More Persons of the Same Name

3. Where two or more persons of the same name receive mail at the same office, the postmaster shall advise them to adopt some address or means by which their mail may be distinguished. The postmaster may deliver such matter according to his best judgment.

Addressed in Care of Another Person

4. Mail addressed to a person in care of another shall be delivered to the addressee, if he so directs, and not to the person in whose care it is addressed. In the absence of such direction it shall be delivered to the first of the two persons who may call for it. Mail addressed to several persons may be delivered to any one of them.

Addressed by Official Title

5. Mail addressed to a public official or to an officer of a corporation by his official title shall be delivered to the person actually holding the office designated in the address.

Mail of Husband and Wife

6. Neither husband nor wife can control the delivery of matter addressed to the other. When so instructed, a postmaster shall refuse to deliver mail to the husband which is addressed to the wife, or mail to the wife which is addressed to the husband.

Addressed to Business Name

7. A person engaged in a legitimate business who has adopted a business name, when duly identified, may receive his mail,

registered or ordinary, by that name as well as by his proper name.

To Agent

8. Any number of citizens may employ an agent and give him a written order on the postmaster for their mail; and when such order is presented to the postmaster he shall deliver to the agent the mail for such parties, and also mail addressed to a person in care of any such parties.

All persons or firms who receive mail as agents for other persons or firms not bona fide occupants of premises to which the mail is addressed, may be required by the local postmaster to file with him, for identification purposes, a written application of the addressee for such delivery of mail. A signed copy of the application shall be kept on file by the agent.

To Callers at Carrier Delivery Offices

9. Postmasters are not required to withdraw mail in the course of delivery by carrier in order to deliver it to callers. This does not apply on holidays when carrier deliveries are suspended. (Mail is considered to be in course of delivery as soon as it has been distributed to the carriers.)

Disputed Ownership

10. Whenever a dispute arises as to which patron is entitled to the delivery of any mail, the disputed mail shall be retained until proper disposition is determined.

When patrons make conflicting claims to mail and no other agreement can be reached as to its proper delivery, they shall be requested to agree on a receiver for the disputed mail. If they cannot agree upon a receiver they shall be required to submit to the postmaster written statements as to the grounds of their claims. Such statements shall be supported when possible by documents or copies of documents (contracts, assignments, court orders) upon which the parties rely. If after receipt of such statements, the postmaster is in doubt as to proper disposition of the mail, he shall submit the statements of the parties together with a full report of his own to the Solicitor for advice.

Where suit is instituted between the parties to determine their rights to the mail any order of the court affecting the delivery of the mail shall be obeyed.

Packages of Second-Class Matter

11. Bulk packages of second-class matter received at post office of address shall be opened and the separate copies of the publication delivered to the addresses thereon.

When a package of second-class matter, intended for a club of actual subscribers at any except a letter carrier office, is

addressed to one of the members of such club, the addressee may call at the post office and write addresses on the single copies which shall be delivered without payment of additional postage; but the package cannot be taken away from the post office and the copies returned again for delivery or transmission in the mails unless additional postage is paid at the rate for transient matter of the second class. This procedure applies only to club members and does not apply when packages are sent to a postmaster or any individual acting as agent for publishers.

Delivery in Transit

12. Mail shall be delivered from the post office to which it is addressed and shall not be withdrawn for delivery in transit, except as follows:

13. *Addressed to discontinued office.*—Mail addressed to a discontinued post office shall be delivered from the office to which mail for the discontinued post office is sent by order of the Department. If the office to which such mail is ordered sent by the Department is not convenient for the patron he may designate another office to which the mail shall be transmitted without additional charge.

14. *Delayed by casualty.*—A postmaster at whose office mail in transit is held up by flood or other casualty which has made the mail route impassable, may deliver such matter to the parties addressed upon their personal or written applications and identification; or he may deliver all of the mail for a particular office to which mail cannot be carried regularly on account of such casualty upon the personal application of the postmaster or a sworn employee of such office.

15. *Addressed to military personnel.*—Mail addressed to members of the Armed Forces of the United States may be delivered in accordance with instructions from the proper military authorities.

16. *Addressed to representative of foreign government.*—Mail addressed to any diplomatic representative of a foreign government may, on his request, be delivered upon proper identification from any post office through which such mail may be passing.

17. *Addressed to post office inspector.*—Mail addressed to a post office inspector shall be delivered to him upon identification from any post office through which such mail may be passing.

18. *Addressed to postal employee.*—Mail addressed to a post office employee or to any member of his family shall not be withdrawn from the mails by such employee without first being submitted to the postmaster or a supervisor in charge of the work to which the employee is assigned.

19. By distributing office.—Ordinary mail in transit to an intermediate post office may be delivered from the distributing office on Sundays and holidays or in an emergency, when the office is open to the public, upon addressee's personal or written application, with satisfactory identification.

Air mail may be delivered direct to the addressee by the supervisor in charge of an air mail field, provided: That proper application has been made through the local postmaster, that the local postmaster is satisfied of the emergency nature of the request, and that the addressee tenders written evidence of the postmaster's approval for the irregular delivery. Clerks in air-mail fields will, however, confine their search for such mail to distribution of made-up city packages.

GOVERNMENT CHECKS

Pension Checks

20. Certain letters mailed by the Division of Disbursements, Treasury Department, and by assistant disbursing officers in its various regional offices, are enclosed in envelopes bearing the following printed endorsement:

"To the POSTMASTER:

"The act of June 3, 1936, provides that postmasters, delivery clerks, letter carriers, and all other postal employees are prohibited from delivering this letter to any person whomsoever, if the addressee has died or removed, or in the case of a widow believed by the postal employee entrusted with the delivery of such mail to have remarried (unless such mail is addressed by the United States in the name which the widow shall have acquired by remarriage); and the postmaster in every such case shall forthwith return such mail with a statement of the reasons for so doing, and if because of death or remarriage, the date thereof, if known.

"It must not be forwarded to another post office."

Before delivering a letter which bears the above instructions, the postal employee entrusted with its delivery shall ascertain that the addressee is living, has not removed from the delivery of the post office addressed, has not reenlisted in the military or naval service of the United States, is not under guardianship, and, if a widow, has not remarried.

If the addressee has not died, reenlisted, removed, or, if a widow, remarried, the letter may be delivered to the addressee; or, without his or her written order, to any member of his or her family or household, his or her clerk, servant, or agent who has been in the habit of receiving the addressee's ordinary mail with his or her knowledge and consent; or to any respon-

sible person who presents the addressee's written order; except that in no case shall such mail be delivered to a claim agent, attorney, or broker. Such letters shall not be forwarded to another post office. The postmaster of any office to which such letter has been inadvertently forwarded shall not effect delivery thereof, but shall immediately return such letter to the post office of original address, such return to be made in a post office penalty envelope together with a memorandum referring to the instructions printed on the Treasury Department envelope.

Letters from the Veterans' Administration not bearing such instructions, addressed to a pensioner, a claimant for pension, or a payee of the pension (in whole or in part) of another person, may be delivered to the addressee, to his or her guardian, to the person in whose care they may be addressed, if a responsible person, or to a member of the addressee's family or household, or other person to whom other mail for the pensioner is delivered. They may also be forwarded at the addressee's request. They shall not be delivered to or placed in the box of an attorney, claim agent, or broker, even upon the addressee's written or verbal order or request. They shall not be held for delivery beyond the period given in the card request; and if the addressee has died, they shall be returned immediately with a statement of that fact and the date of death, if known.

Other Types of Government Checks

21. Checks mailed by any branch of the United States Government shall be handled in accordance with the standard return card instructions, which read as follows:

"POSTMASTER:

"If the addressee is deceased or has failed to file regular change of address upon removal, this letter should be returned immediately without recourse to directory service."

MAIL ADDRESSED TO MINORS

22. Mail addressed to minors should generally be delivered in accordance with the directions of their father, or, if he is dead of their mother, unless the minors are under guardianship, in which event their mail shall be delivered as the guardian may direct. If deemed necessary, the postmaster may require the directions to be in writing.

In the absence of directions from a parent or guardian, the mail shall be delivered as addressed.

Mail addressed to a minor who is not dependent upon a parent for maintenance and support, and who does not reside with

a parent or guardian or with some one in whose charge he may have been placed, shall be delivered to the minor or in accordance with his instructions.

Mail addressed to a deceased minor who up to the time of decease resided with parents or guardian may be delivered to the parents or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

At colleges and similar institutions, where students have been placed in charge of the principal by their parents or guardians, and where the rules of the institution provide that the principal shall have control of mail addressed to students who are minors, such mail shall be delivered in accordance with the order of the principal. If, however, the principal has not authority from the parent or guardian to control the mail of the children placed under his care (which authority is understood by an acceptance of the rules, that being one), such mail shall not be delivered to the principal against the wishes of the scholar. (See ch. X, art. 11, as to renting boxes to minors.)

MAIL ADDRESSED TO INCOMPETENT PERSONS OR TO PERSONS OF UNSOUND MIND AND DECEASED PERSONS

23. Mail addressed to a person who has been adjudicated of unsound mind shall be delivered in accordance with the directions of his duly appointed guardian.

Mail (not pension mail) addressed to a deceased person shall be delivered to the executor or administrator of his estate; if there is none, delivery may be made to the surviving husband or widow, unless there are other claimants, in which event the postmaster shall submit a report of the facts to the Solicitor of the Post Office Department, with written statements from the parties, and await instructions. When there is no executor, administrator, surviving husband or widow, or other claimant, the mail shall be endorsed "Deceased" and returned to sender, or sent to the proper dead letter branch.

MAIL FOR FIRM AND CORPORATION

General

24. Mail addressed to a firm may be delivered to any member thereof.

Mail addressed to a corporation shall be delivered to the agent or officer conducting its correspondence or to the persons authorized to receive it.

Postmasters shall not decide disputes between members of an existing firm as to delivery of its mail. Where the mail has been delivered previously through a box

or general delivery, such delivery shall be continued; if through carrier, the mail shall be handed to any member of the firm.

Attempts to secure the mail of an established house, firm, or corporation through the adoption of a similar name shall not be recognized. When disputes arise between individuals, firms, or corporations as to the use of a name or designation, mail addressed to a street, number, or building shall be delivered according to such address. When not so addressed, the mail shall be delivered to the firm or corporation which first adopted the name at that place.

In all cases of disputes as to the firm or corporation entitled to receive mail, when the postmaster is in doubt as to his duty he shall comply with the provisions of article 10 of this chapter.

Business Sold

25. When a business is sold or dissolved no change should be made in the manner of delivering the mail in the absence of directions of either of the parties. If the parties give conflicting directions regarding the delivery of mail or it is manifestly improper to continue to deliver it in the same manner as before, the postmaster shall deliver the mail to the party entitled to receive it under the agreement of sale or dissolution.

Business in Bankruptcy

26. When the business of a firm, corporation, or individual has passed into the hands of an assignee, receiver, or trustee in bankruptcy the mail for such firm shall be delivered to the assignee, receiver, or trustee in the following cases: (a) Where a copy of the assignment is filed with the postmaster and it authorizes the assignee to receive the mail; (b) where a copy of the order of court authorizing the receiver or trustee to receive the mail is filed with the postmaster; (c) where the members of the firm or the officers of the corporation to whom the mail is addressed consent that the receiver or trustee shall receive it or fail to object when notified that the receiver or trustee has claimed it.

LETTERS OPENED BY MISTAKE

27. When a letter intended for another person is delivered to a patron who opens and returns it, the postmaster shall reseal the letter in the presence of the person who opened it and request him to write upon it the words "Opened by me through mistake" and sign his name. The letter shall then be replaced in the post office. If the person who opens the letter is unable to sign his name, the postmaster shall make the endorsement and have the person sign by "mark" in the presence of a witness.

A letter opened by mistake shall be treated until its proper delivery as though it were sealed.

VALUABLES FROM DEAD LETTER BRANCHES

28. When dead letters containing money or other valuable matter are received from a dead letter branch for delivery to the owners, diligent effort shall be made to deliver them to the proper persons. Such letters shall be treated as if under seal, the strictest secrecy shall be maintained as to their contents. No exchange shall be made for other funds of any money therein contained. Such matter received under registered cover shall be handled as registered matter until finally disposed of, regardless of whether or not the piece of mail was registered when originally deposited in the mails. Postmasters failing to do this will be held personally responsible for losses resulting therefrom.

Such letters must not be forwarded to another post office without special permission of the dead letter branch. If they cannot be delivered within 30 days from date of receipt, the reason for non-delivery shall be endorsed on the circular which accompanies each letter and the letters returned to the dead letter branch which sent them. If the owner has removed from the office of address and his whereabouts are known, the letter should be returned immediately with full information.

RETURNED UNCLAIMED MATTER

29. Unclaimed letters, prepaid one full rate but not wholly prepaid, when returned to the office of mailing, shall be delivered to the sender and the amount of postage due collected.

Unclaimed letters bearing the card of a hotel, school, college, or other public institution returned to the office of mailing in accordance with a special request thereon shall be presented to the hotel, school, college, or other institution, and if the writer or his address is unknown such letter shall be treated as other undeliverable matter.

GENERAL DELIVERY SERVICE

30. Mail bearing as a part of its address the endorsement "Transient," "To be called for," "General delivery," or other words indicating that it is intended for a transient person, shall be given general delivery service. Also, mail with or without sender's return request that is not addressed for general delivery nor to a post office box, or street or rural route number, shall be placed in the general delivery case when

the address is unknown to the distributing clerks.

At city and village delivery offices, persons supposed to be residents who call at the general delivery for mail shall be requested to furnish in writing their names and addresses (Form 1527) together with their reasons for desiring to use the general delivery instead of carrier service. Minors shall be required to furnish the same information, as well as the names and written consent of their parents or guardians. Postmasters at offices not having city or village delivery service may notify the parents of minors in all instances where it appears that such minors are using the general delivery or post office boxes for receiving mail under objectionable circumstances. The use of general delivery at carrier delivery offices should be discouraged if it is possible to receive mail otherwise, but if a patron insists on receiving mail through the general delivery the request must be complied with. Persons intending to remain for 30 days or more in a city having carrier service should file their names and street addresses at the post office so that their mail may be delivered by carrier, unless they desire lock-box service or insist on general delivery service.

When a general delivery patron files an order to have mail delivered at another local address or to be forwarded to another post office, the mail addressed to that patron should go to the general delivery for mark-up or forwarding.

All mail held in general delivery sections shall be examined daily and prompt return or other proper disposition made of that for which the retention periods have expired.

USE OF POST OFFICE BOXES

31. The use of a post office box is restricted to one individual, family, firm, or corporation. The renter of a box may have delivered through it mail for his family, guests, transient boarders, employees who are members of his household, and, for a period not to exceed 30 days, mail of persons addressed in his care. A box rented by a firm may be used for the delivery of its mail, and, by the consent of all members of the firm may be used for the mail of each member of the firm for the mail of his household, and for the mail of the firm's office employees. A box rented by a corporation, association, or society may be used for the delivery of mail addressed to it and its officials. Boxes rented by schools, colleges, or public institutions, if consistent with the rules and usage thereof, may be used for the delivery of mail addressed to officers, students, employees, or inmates.

Mail delivered to post office boxes shall

not be withdrawn and subsequently delivered by carrier, as placing in the box constitutes delivery.

Bills and circulars shall not be placed in boxes without payment of regular postage thereon.

Mail may be handed out from a lock box or drawer when the holder or such person as may be authorized to take the mail has forgotten the key or cannot open the box, and can furnish proper identification.

When a boxholder files an order to have mail delivered to another local address or to have it forwarded to another post office, the mail addressed to that box should go to the box section for mark-up or forwarding. The box section should place a flag of some description on the box, record the order, and return it to the directory section. (See ch. X as to general instructions concerning post office boxes.)

CITY DELIVERY SERVICE

32. All mail addressed to residences and business houses within the city delivery limits of a city or town shall, as far as possible, be delivered by carriers unless addressees direct otherwise. If a patron so directs, all of his mail however addressed shall be delivered by carrier or through his post office box; otherwise it shall be delivered as addressed. Heavy or bulky packages of any class shall be delivered as addressed if facilities are available.

Establishment

33. City delivery service may be established at any city having postal receipts of at least \$10,000 for the preceding fiscal year and having a population of 2,500 or more residing within territory possessing good continuous sidewalks, improved streets, house numbers, street lights and signs, and mail receptacles or door slots. The territory must also be 50 percent improved with houses.

Extension

34. (a) Specific authority must be obtained from the Bureau of Post Office Operations, Division of City Delivery Service, for the extension of city delivery limits except as provided in paragraph (d) of this article. As rapidly as new areas develop and it is apparent they will qualify for city delivery service within a short time a request should be made to the Department immediately for the necessary allowance and authorization to extend the service. It is the desire of the Department that the delivery service keep abreast of new construction and that necessary delivery service be provided newly developed housing areas as rapidly as such service is warranted.

Postmasters should not wait for patrons to submit a petition for delivery service. The territory to which it is proposed to extend service must generally meet the requirements for establishment of service as outlined in article 33 of this chapter.

(b) When two or more building lots constitute the grounds of one residence the plot may be regarded as improved. It is preferable that the new territory be contiguous, but this is not an absolute requirement. The Department will waive the requirement with regard to sidewalks provided all other requirements are met; that is, if the carrier can safely travel the street during all seasons of the year. There must, however, be satisfactory walks leading from the street to the front entrances of the dwellings if foot service is to be provided. Walks of any material, including gravel and cinders that render them passable throughout the year are acceptable.

(c) When recommending an extension of service, the postmaster may simply give the street name and block number, state that each of the foregoing requirements is met and must show clearly the relation of the extension to the adjacent territory being served, the number of deliveries to be made daily, whether foot or mounted, the population within the proposed extension, the number of stops, the distance the carrier will travel, the time required to serve the new territory, and whether the extension can be made with the present carrier force without additional expense. If additional expense is involved, the postmaster should show the additional time which will be required daily and the cost per hour. A sketch should be submitted showing each street involved, the line of travel of the carrier, and the location of occupied and vacant lots.

(d) At offices with receipts of \$400,000 or more, postmasters need not secure departmental approval in making extensions to the city delivery service when there is no question whatever as to the jurisdiction of the office over such territory, if no change in rural service is involved and where no increase in vehicle hire is necessary, provided that the cost of such extended service can be met from the allowance granted the office to cover delivery service. In those cases where extension of city delivery service will necessitate an increase in funds over and above the current quarterly allowances for carrier service the extension should not be placed into effect prior to receipt of authorization for a sufficient increase in funds to cover the cost. In delegating authority to make these extensions without departmental approval, it is expected that good sound judgment will be used and that careful investigation will be made to ascertain that the requirements are met before service is commenced.

Use of Mail Receptacles and Door Slots

35. Patrons of the city or village delivery service must provide mail receptacles or door slots. Postmasters must not commence delivery to any residence where this requirement has not been met. Business houses are not required to provide mail receptacles or door slots if they are open and someone is on hand to receive the mail when the carrier calls. In such cases postmasters should request the cooperation of the owners or managers of business houses to designate a location near the street entrance at which delivery may be made.

Boxes To Be Used for Mail Only

36. Every private mail box or other receptacle intended for use for the receipt or delivery of mail by any city or village letter carrier shall be used exclusively for the reception of matter regularly in the mails, and any mailable matter, such as statements of accounts, circulars, sale bills, or other like matter, deposited therein shall be treated in accordance with the rules governing the mails, including the proper addressing and the payment of postage at the regular rate.

When a carrier finds deposited in such a mail box or other mail receptacle mailable matter on which no postage has been paid, addressed to or intended for the person in whose box it is deposited, he shall take such matter to the post office to be held for postage.

Specifications for Door Slots

37. The clear rectangular opening in the outside plate of door slots shall be $1\frac{1}{2}$ inches wide and 7 inches long. The slot shall have a spring flap, hinged at the top if placed horizontally, and hinged on the side away from the hinge edge of the door if placed vertically. When the hinged flap is pushed back it shall not obstruct the $1\frac{1}{2}$ by 7 inch opening. The size of chute shall conform to the slot plate opening. When a hooded plate is used inside to provide greater privacy, the bottom line of the hooded portion shall be not more than three-quarters of an inch below the bottom line of the slot in the outside plate if placed horizontally, or more than three-quarters of an inch beyond the side line of the slot in the outside plate nearest the hinge edge of door if placed vertically. The hood at its greatest projection shall be not less than $2\frac{1}{16}$ inches beyond the inside face of the door. Slots should be placed not less than 30 inches from the outside finished floor line.

Delivery in Apartment Houses

38. Approved apartment-house mail receptacles, one for each apartment, conforming to the regulations in articles 39 to 51 of this chapter, should be provided in apart-

ment houses, family hotels, and flats containing three or more apartments, except where the management has arranged that mail for the tenants be delivered at the office or desk for distribution by its employees. Registered, insured, c. o. d., special delivery and parcel post mail must be delivered to the addressee or his authorized agent without regard to the floor on which his office or apartment is located. Carriers are not required to deliver ordinary mail other than parcel post above the first floor. Where available, telephone or speaking tubes should be used to call patrons before distributing ordinary mail to the receptacles. When telephones or speaking tubes are not available, or when preferable, someone should be designated to receive such mail on the first floor for all the patrons in the building. In such cases the written order of each patron must be obtained. Directory boards showing the names of all persons receiving mail should be provided in apartment houses where there are 25 or more receptacles. Copies of the apartment house mail receptacles regulations pamphlet and amendments may be secured upon application to the Bureau of Post Office Operations, Division of City Delivery.

Apartment-House Mail Receptacles

39. *Requirements.*—(a) The delivery of mail in apartment houses, family hotels, residential flats, and business flats in residential areas containing three or more apartments having a common street entrance shall be contingent upon the installation and maintenance of United States Post Office approved mail receptacles, one for each apartment, including resident manager and janitor unless the management has arranged that the mail be delivered at the office or desk for distribution by its employees.

(b) Postmasters shall take steps to inform themselves as to the proposed erection or remodeling of apartment houses. They shall inform builders and owners of the requirements of these regulations and shall cause suitable inspection to be made for the purpose of seeing that receptacles of safe and durable construction are installed in conformity with these regulations.

(c) Apartment houses, family hotels, and flats, equipped with old-type apartment house mail receptacles, when remodeled to provide additional apartments or when a material change in the location of boxes is made, shall be equipped with approved receptacles, and owners and managers must be urged to install such up-to-date and approved receptacles to assure more adequate protection of the mails of occupants.

(d) The receptacles shall be manufactured of material, of such substantial strength and thickness, as to render mail deposited therein reasonably safe.

40. Capacity.—The receptacles shall be of sufficient capacity to receive long-letter mail $4\frac{1}{2}$ inches in width and certain large and bulky magazines, unrolled as well as rolled, and they shall be so constructed and of such height or length and capacity that magazines $14\frac{1}{4}$ inches in length and $2\frac{1}{2}$ inches in diameter, if rolled, may be deposited therein by the carrier and removed therefrom by the tenants with facility.

41. With telephone units.—(a) Where it is necessary or desirable to install apartment-house mail receptacles in conjunction with a telephone unit of a standard size they may be placed in two tiers, or they may be installed in groups or batteries of less than eight if required for the proper arrangement of the groups in the two tiers. This applies only where it is desirable to install a telephone unit in connection with mail receptacles and does not apply to cases where the telephone unit is installed independently of mail receptacles. While there is no objection to combining these two services, the mail receptacles must be separated from the telephone or electrical unit. There is no objection to the use of electric push buttons in the flange of the face of the nests of apartment-house mail receptacles connecting with wires outside the mail receptacles, provided the push buttons may be removed from the outside and provided that in the repair of the wire connection with such push buttons it will not be necessary to remove the receptacles.

(b) In installations in which telephone units are combined with mail-receptacle units, they should be so constructed, that access to the telephone unit is not dependent on entering the mail receptacle, and the latter must not be accessible when the telephone-unit is opened.

(c) Where no telephone units are connected therewith the receptacles shall be arranged in groups, as many in each group as is consistent with safety, but in no case shall there be less than eight receptacles in a group, except where the number of apartments is less than eight or where the number of boxes cannot be evenly divided into multiples of eight.

42. Location.—Receptacles in apartment houses shall be located at points reasonably near the entrance in vestibules, halls, or lobbies adequately lighted, so as to afford the best protection to the mail and enable the carriers to read the addresses on mail and the names on boxes without undue strain on their eyes and without molestation by swinging or opening doors.

43. Master door.—Each group shall be equipped with a master door or device on the opening of which the entire group of receptacles is accessible for the deposit of mail by carrier. The master door or device shall be secured by a master lock furnished by the Post Office Department for use so

long as mail is delivered by letter carriers, the key of which lock shall be in the custody of postal employees.

44. Installation.—(a) Architects, builders, and owners of apartment houses should arrange for the installation of boxes under such conditions as will permit the installation of the largest number of boxes with the smallest number of master locks.

(b) Not more than two tiers of boxes may be installed. The receptacles shall be so placed that the center of the barrel of the master lock of the upper tier will not be more than $5\frac{1}{2}$ feet from the floor, and the center of the barrel of the master lock of the lower tier will not be less than 30 inches from the floor. If fastened to the wall with screws, roundhead screws should be used.

45. Keys.—(a) Each individual receptacle shall be equipped with a door through which the mail may be removed from such receptacles by the holder. The doors of the several receptacles shall be secured by key locks or combination keyless locks. In case key locks are furnished, manufacturers shall make provisions for a sufficient number of key changes to prevent the opening of receptacles by the use of the key to any other receptacle in the same house and in the immediate locality. These locks must be securely fastened to the door or receptacle. Each lock should be clearly numbered on the back so that if key is lost a duplicate may be ordered by number. The lock number should also be clearly shown on the inside of the master door directly above the individual box to which it is attached.

(b) Apartment-house managers shall maintain a record of key numbers furnished by manufacturers and jobbers relating the key number to the receptacle number so that when necessary, new keys may be ordered. Key numbers shall not be placed on the barrels of the locks, as it is thus possible for unauthorized persons to secure keys and gain access to the boxes. In the case of keyless locks, apartment-house managers should be instructed to keep a record of the combinations so that new tenants may be advised. These records of key numbers and combinations shall be kept in the custody of the manager himself or a trusted employee.

46. Door slot.—In the face of each receptacle a slot 2 inches in length and one-eighth inch wide for the deposit of carrier and special delivery notices shall be provided.

47. Numbers.—Mail receptacles shall be satisfactorily numbered or lettered in numerical or alphabetical sequence from left to right so as to enable the carrier to expeditiously deliver the mail.

48. Name cards.—Each receptacle shall be fitted with clasps or holders for placing a card on which shall be placed a list of

the names of persons receiving mail through such receptacles. There is no objection to placing the holders for the lists of names on the outside of the receptacles instead of inside, but in such case the holders shall be wide enough for not less than three names, and shall be placed so that the carrier while in a standing position may easily read the names when the master door is open.

49. Directories.—(a) In all apartment houses where there are 25 or more receptacles, a complete directory, alphabetical by surname, of all persons receiving mail shall be maintained and kept corrected to date. The receptacle number and apartment number should always be the same, and the apartment number should appear on the right of the name on the directory. If, for any cause, the apartment number is different from the number on the receptacle, the receptacle number should appear on the left of the name in the directory. The same arrangement shall be followed where the apartments and receptacles are either lettered or lettered and numbered.

(b) The directory shall be prepared by the use of legible type in a suitable frame for protection purpose, and attached to the wall immediately above or to the side of the mail receptacles where it can be easily read. In all cases where an attendant such as telephone operator, doorman, or elevator conductor, is on duty between the hours of 7 a. m. and 11 p. m. and mail is delivered to either approved apartment-house receptacles or in bulk for distribution by employees of the building, the directory may be kept in the custody of the employee on duty in the building so that it may be available for use by the carrier or special-delivery messenger on request.

(c) Where an apartment house is divided into units with separate entrances and 25 or more receptacles are installed to the unit, a separate directory shall be provided for each unit. In addition, where mail is not generally addressed to specific units, a directory shall be kept at the main unit of the building, listing all persons receiving mail in the various units.

50. Maintenance.—(a) The owners or managers of buildings shall keep receptacles in good repair, and when apartment buildings are remodeled mail receptacles in conformity with these regulations shall be installed.

(b) Carriers shall report all cases where apartment houses are being remodeled and where mail boxes in apartment houses are not locked or are out of repair.

(Form 3521, "Carriers' Report of Condition of Mail Receptacle," is to be used for this purpose.)

(c) Upon receipt of a report of lack of repair or irregularity in the operation of apartment-house mail receptacles postmas-

ters will have prompt investigation made, and direct what repairs must be made by and at the expense of the owners or managers. In order that there shall be no question as to the disposition or treatment of mail, repairs must be made only when a representative of the post office is present. It is unlawful for other than postal employees to open receptacles and expose mail.

(d) Failure to keep boxes locked or in proper repair as directed by postmasters is sufficient justification for withholding delivery of mail therein and requiring the occupants of the apartments to call for their mail at the post office, if this action is believed advisable for safety reasons.

(e) Complaints of loss, theft, or injury of mail deposited by carrier in apartment-house mail receptacles, shall be investigated and where it is shown that some one has willfully or maliciously injured, defaced, or destroyed mail deposited in such mail receptacles or has willfully taken or stolen mail from such receptacles, suitable action shall be taken to have the matter investigated by a post office inspector.

(f) The United States Penal Code prescribes penalties for the wrongful possession of mail locks and the willful or malicious injury or destruction of letter boxes and the theft of mail therefrom. Manufacturers are authorized to place on each installation of apartment-house mail receptacles the words "U. S. Mail" and a warning notice of these provisions of law. Manufacturers are also authorized to place inconspicuously on each installation their name and the words "Approved by the Postmaster General," where the designs have been approved by the Post Office Department.

51. Master locks and keys.—(a) Postmasters shall furnish inside letter-box arrow locks for use on master doors, upon request of owners or builders of apartment houses for attachment to mail receptacles when inspection discloses that such receptacles can be approved by the Department and are installed in conformity with these regulations. The locks shall be attached to the group of receptacles by the owner or builder of the apartment house or by his direction, under the supervision of a representative of the postmaster, who shall see that they are securely attached.

(b) Postmasters shall make requisition on the Division of Mail Equipment Shops, for a suitable supply of inside letter-box arrow locks when they find there is need for such locks and shall maintain a suitable reserve stock. Requisitions for locks should include a statement as to the number of keys required. Any locks that become defective or by reason of renovation of the building are no longer needed shall be returned to the postmaster. All delivering employees and all postmasters must see that such locks

are properly accounted for when buildings are torn down or remodeled and that defective locks are recovered.

Use of Mail Chutes

52. Mail chutes and receiving boxes may be placed, subject to the approval of the postmaster, in public buildings, railroad stations, hotels, and business or office buildings of not less than 4 stories in height and apartment houses comprising not less than 40 residential apartments. These mail chutes must conform to the requirements outlined in the mail chute regulations, copies of which may be secured upon application to the Bureau of Post Office Operations, Division of City Delivery.

Limits and Frequency of Service

53. The limits of the city delivery service and the number of daily deliveries and collection trips to be made shall be fixed by the Department, and shall not be changed except by authority of the Bureau of Post Office Operations, Division of City Delivery.

Service Outside City Delivery Limits

54. Service to patrons located outside city delivery limits may be given by having them erect boxes on the carrier's line of travel for delivery of their mail. Special delivery, parcel post, insured, c. o. d., and registered mail should be delivered to the residences of out-of-bound patrons, if the residences are within a reasonable distance, not more than two or three blocks, from the carrier's line of travel, and provided walks have been constructed or the street is not impassable; otherwise a notice shall be left in the box requesting that the patron call for the mail. If an ordinary parcel is involved, and it can be placed in the box, delivery shall be made in this manner.

Changes in Routes

55. Postmasters may make changes in carrier routes within established limits so as to equalize the carrier's work and to improve the service.

Hours of Service

56. The routes shall be laid out in such manner that none of the carriers shall be required to work more than 8 hours a day within a period of 10 consecutive hours.

Expenditures

57. Postmasters shall not make expenditures on account of the city delivery service without first obtaining authority from the Bureau of Post Office Operations, except in cases of urgent necessity, when that Bureau shall be promptly notified.

Reporting Time of Carriers

58. Letter carriers shall not report before schedule time for the first trip of the day nor for the beginning of a trip following a "swing."

Recording Hours of Service

59. Carriers shall register on the time recorder upon reporting, leaving, returning, and ending for each trip which begins and ends at the post office. The time cards shall constitute the official record.

The entries on these cards shall be made at the beginning and ending of each trip and not be deferred until the close of the day.

One carrier shall not register on the clock for another. Violation of this rule may subject both carriers to removal.

When collections are made in the morning on the carrier's way to the office, the first and second entries on the time card shall be the time of opening the first box.

When a carrier has been authorized to end his tour of duty on the street and not return to the post office, the time recorded on his time card for returning and ending on that trip shall be the time of delivery of his last piece of mail.

Carriers or supervisors in charge of carriers shall not conceal the fact that overtime has been made; nor shall carriers whose duties require less than 8 hours a day expand the actual working time on their routes or attempt to record unnecessary time in order that their time reports may show 8 or approximately 8 hours' work.

Duties of Carriers

60. Carriers shall not perform clerical work. Their duties shall be restricted to:
Collection and delivery of mail.

Routing of mail for delivery.

Forwarding of mail addressed to their routes, and mark-up of mail of former patrons whose addresses have been changed to other routes.

Endorsing of undeliverable mail.

Receipting for and recording of registered mail.

Posting of route books.

Facing of mail collected by them whenever such work will not retard collections.

Serving at carrier's delivery windows.

Carriers while serving their routes should carry with them a sufficient quantity of change of address cards, notices of change of address to publishers, and such other forms as may be required in the performance of their official duties.

Carriers Not To Remain in Office

61. Carriers shall not remain at their desks nor in the workroom of the office during a "swing" or interval between trips or during the dinner hour. Neither shall they remain in the post office after completing the last trip of the day.

Carriers engaged exclusively in the collection service shall not be allowed to remain in the workroom of the office except while depositing or facing the mail collected by them.

Rules of Delivery

62. Carriers shall be careful to deliver mail to the persons for whom it is intended, or to some one authorized to receive it. In case of doubt they shall make inquiry to ascertain the owner. Failing in this, they shall return the mail to the office for disposition.

Carriers shall observe the following instructions in the delivery of mail:

(a) Delivery shall not be made to patrons in the street when such delivery would cause unreasonable delay.

(b) Delivery shall not be made in boxes or receptacles at premises not occupied in whole or in part by the addressee, unless expressly ordered by the postmaster.

(c) Houses shall not be entered except in the discharge of official duties.

(d) Mail which has not passed through the office or station with which the carrier is connected shall not be delivered.

(e) Mail shall not be exhibited to persons other than the addressee, except on order of the postmaster or some one authorized to act for him.

(f) Mail shall not be carried in pockets or clothing.

(g) Carriers shall not deviate from their routes or stop for meals while on trips, unless in accordance with schedules authorized by the Department.

(h) Mail, regardless of class or type, shall not be thrown away or improperly disposed of.

(i) Stamps shall not be removed from mail.

Registered, Insured, and C. O. D.

63. Registered, insured, and c. o. d. mail should be delivered in accordance with the instructions contained in this chapter and in chapters XI and XII.

Delivery Where Dogs Are Kept

64. Carriers are not required to deliver mail at residences where dogs are permitted to interfere with delivery.

Collection of Postage Due

65. Carriers shall collect and promptly return to the office all postage and other charges due on mail entrusted to them for delivery. Such mail must not be delivered until the amount due has been paid.

Parcel Post Delivery

66. General.—Parcels must not be left on porches, steps, or elsewhere (except upon written order of patron), but must be delivered into an authorized mail receptacle of the addressee, or in person to addressee, his representative, or agent.

67. Delivery of heavy or bulky packages.—Heavy or bulky packages of any class shall be delivered as addressed if facilities are available.

68. Second attempt at delivery.—If an ordinary parcel fails of delivery on the carrier's first attempt, Form 1513-A should be left at the address indicating that the parcel is held awaiting call at the post office or carrier delivery station. A second attempt should be made only if requested by the addressee. (See art. 268 of this chapter as to ordinary perishable parcels.)

69. Delivery to street address of patron having a post office box.—Parcels for a patron residing within the city delivery limits, but who receives mail through a rented box shall be delivered to a designated street address by carrier upon written request.

70. Special handling parcels.—All special handling parcels received for delivery shall be postmarked on the address side. Such parcels shall be delivered as parcel post if ordinarily delivered on regular scheduled trips, provided that all special handling parcels received in time for distribution up to the time the last foot carrier delivery begins shall be delivered on that day and shall not be held over until the next day.

Treatment of Mail When Patron Has Moved

71. When a patron of a carrier route files an order to have his mail delivered at another local address or to have it forwarded to another post office, the mail addressed to that patron should go to the carrier serving the district from which the patron moved, for mark-up or forwarding.

When a patron removes without leaving a forwarding order, the carrier shall endeavor to secure a forwarding order and shall hold all mail so addressed on his case for 3 days anticipating such an order. If, after the third day no forwarding order has been received, the name and old address of the patron shall be entered in the carrier route book and on Form 3982, and the endorsement "Removed—Left no address" made in the space provided for the new address. The mail shall be similarly endorsed and properly disposed of. (See ch. VIII, arts. 108 to 129, as to forwarding mail.)

Collection From Letter Boxes

72. When carriers making collections from letter boxes find it impossible on any one trip to carry to the post office the contents of all the boxes on their routes, preference shall be given to the first-class matter. Newspapers and packages placed on the tops of letter boxes should be collected when it can be done without preventing the prompt collection of matter properly deposited in the boxes.

Carriers To Receive Matter for Mailing

73. Letters.—Carriers while on their routes shall accept letters with postage stamps affixed which are handed them for

mailing, and when making delivery at any residence shall collect such letters placed on or in mail boxes; but they should not delay their deliveries by waiting for such letters. Carriers shall not accept money to pay postage on letters tendered to them for mailing.

Mounted carriers making curb delivery shall collect letters with postage affixed from boxes on their routes where the flag is up, indicating that there is mail therein, even though there is no mail for delivery.

74. Other matter.—Carriers should also accept other small articles of mailable matter with postage properly prepaid, but they should refuse to accept packages that are cumbersome on account of size, shape, or weight, especially when the carrying of such packages would interfere with the prompt delivery of mail and the collections from letter boxes.

75. Registered matter.—Carriers shall receive and register (unless of unusual value) all letters and packages of first-class matter that are not cumbersome on account of size, shape, or weight, and are properly offered them for registration, and shall give the regulation receipt therefor.

(See ch. XI, art. 8, on acceptance of matter of unusual value.)

76. Mail not to be returned to senders when collected.—Carriers shall not under any circumstances return to any person any letter or letters said to have been deposited in a letter box, or which have come into the custody of the carrier in a regular way. An applicant for the return of such mail should be directed to the postmaster.

Disposition of Undelivered Mail

77. When carriers are unable to deliver all mail taken out on the last trip of the day without working unauthorized overtime, they shall return to the post office within the 8 hours prescribed, with the undelivered mail, and report such failure to the postmaster or the superintendent of the station. They shall also make a full statement of the failure on Form 1571.

End of Tour of Duty

78. After the last daily delivery, carriers shall return their satchels and all undelivered mail to the post office or station with which they are connected. Carriers are not permitted to end their tours of duty on their routes without authority from the Department.

SUPERVISION OF CITY DELIVERY SERVICE

General Provisions

79. (a) Postmasters shall see that all employees connected with the city delivery service are fully informed as to their duties

and responsibilities. Postmasters at city and village delivery offices and every supervisor whose assignment includes any supervision of city or village delivery service must thoroughly familiarize themselves with these instructions. All orders of the Post Office Department affecting the city delivery service or the duties of letter carriers shall be suitably filed, and copies of all such orders shall be posted in conspicuous places in post offices and stations. Postmasters shall issue such instructions, not in conflict with departmental instructions, as are necessary to promote the efficiency of the city delivery service and maintain proper discipline.

(b) It is imperative that most careful and intelligent supervision be given constantly to the work of the carriers, both in the office and on the routes, in order to maintain the city and village delivery services at the degree of efficiency due both the public and the Department. The instructions contained herein must not be disregarded and the general supervision of the carrier force must not be neglected in any circumstances.

(c) The postmaster, assistant postmaster, general superintendent of mails, or other designated supervisor will keep a close check on the entire delivery service in order that he may know whether station superintendents or other supervisors directly in charge of delivery units are functioning efficiently, whether the routes are being kept in proper adjustment, and whether the public is receiving the scheduled frequency of service. It is particularly the responsibility of station superintendents and others in direct charge of delivery units to supervise the work of the carriers in the office, to submit written reports concerning unsatisfactory conditions coming to their attention, and to recommend suitable action against delinquent carriers in accordance with the Efficiency Appraisal System.

Extensions

80. It is the policy of the Department to extend city delivery service to newly built-up sections, streets or houses either within or outside of present delivery limits as soon as the requirements as outlined in article 34 of this chapter are met. Postmasters should, therefore, keep themselves fully informed as to conditions in their cities and comply with the instructions cited.

Mounted Service

81. Mounted carriers for the delivery of ordinary mail should be recommended only when they would be more economical than foot carriers and expedite the delivery of the mail because of sparsity of population and distance between stops. Delivery by mounted carriers ordinarily contemplate that patrons shall place suitable mail receptacles at curb lines so that the bottom of

the box will be at a height of approximately $3\frac{1}{2}$ to 4 feet.

The name and street address of the patron should appear on a receptacle not located directly in front of the residence. Where two or more boxes are grouped together the name and address should appear on the front. The territory wherein it is proposed to establish mounted delivery service should generally meet the requirements for city delivery service in that the houses should be numbered, street signs should be erected, and the streets should be surfaced in such a manner as to permit travel over them with a vehicle at all seasons of the year. If the area as a whole is 50 percent developed or will be so developed within a period of one year, even though some sections do not meet this requirement, recommendation should be made for extension to the entire area.

Receptacles and Door Slots

82. (a) The Department requires that all private dwellings receiving carrier delivery service shall have visible house numbers and be provided with door slots or other suitable mail receptacles. (See art. 37 of this chapter for door slot specifications.) This is mandatory in the case of extensions of service, delivery to be accorded no residence until so equipped. Where residences are not so equipped in territory where city delivery service was established prior to the enforcement of this rule, postmasters should bring the requirements of the Department to the attention of the patrons involved through personal interviews, the use of Form 1507, or letter, with the suggestion that it may be necessary to withdraw service if a suitable receptacle or house number is not provided. Should the patron then fail to meet this requirement, the matter should be submitted to the Department with a full statement of the facts, including the names and addresses of the patrons involved and the length of time each has had delivery service.

(b) The Department has not adopted any particular type or design of mail receptacle for private dwellings. The only requirements for such receptacles are that they shall afford protection to the mail; be plainly labeled with the name of the patron where more than one box is located at a given point; be so constructed that mail may be conveniently deposited therein without causing injury to the carrier's hands or clothing, and be in a convenient location for the carrier to serve.

(c) Specific rules contained in articles 39 to 51 of this chapter regarding mail receptacles in apartment houses containing three or more apartments must be rigidly followed in all cases except where provision has been made by the management of such houses for one of their employees to receive

mail for their tenants. Supervisors making route inspections should give attention to such mail receptacles and when their condition is not satisfactory, report thereof should be made to the postmaster so that corrective action may be taken.

(d) All business houses not usually open at the time of carrier delivery should be equipped with door slots or mail receptacles of sufficient size to permit of proper delivery; otherwise, the mail will be held for the next scheduled trip of the carrier. Provision should be made for the deposit of mail at or near the front door of business establishments.

Number of Deliveries

83. (a) The number of daily trips required on a route will depend on the volume and importance of the mail for delivery thereon. Not more than one delivery daily should be made in any strictly residential territory.

(b) Deliveries should be restricted to not more than three daily in strictly business sections when the receipts of mail warrant such service. Professional or business offices and small neighborhood stores such as grocery, drug and retail stores located in residential territory should be given one delivery daily. Consideration may be given to providing more than one delivery daily in secondary business areas and to factories located outside of strictly business territories if they are dependent on the mails for the operation of their businesses. Two deliveries generally are sufficient in the business sections of the smaller offices. A designated symbol or colored label should be used on the carrier's case to signify the section due to receive but one delivery on a two-trip route; and to identify the firms, factories, and patrons served on the second trip of three-trip routes when only part of the route is served on that trip.

(c) An increase in the number of deliveries daily to any section must not be made without authority from the Department. When it is believed that conditions warrant an increase in the number of deliveries, all the facts must be reported to the Department with a detailed description of the territory involved; and information must be furnished as to the volume and importance of the mail and time to be gained in delivery, the time of arrival of important mails, and the additional carrier time involved.

Sorting Cases

84. (a) The Department has adopted a standard sorting case with 200-letter and 16-paper separations. However, any sorting cases now on hand, or subsequently furnished, containing 160-letter and 16-paper separations are considered standard. A carrier will not be permitted to remove

separations from the case unless so authorized by the proper supervisor. In those instances where a firm or individual receives a large quantity of mail, supervisors may authorize carriers to remove separations from their cases. The number of paper separations may be increased or reduced if such action is found advisable to insure the most expeditious routing of mail for delivery.

(b) It is essential to the most expeditious routing of mail that the cases be labeled plainly and correctly. The labels may be placed either above or below the separations, but all carrier cases must be labeled uniformly at each individual office, including its stations and branches. Each letter separation should be labeled to two or three points of delivery in accordance with the average quantity of mail, except that a separation should be provided for each person or firm receiving a large quantity of mail. Generally, routes are arranged so that delivery begins at the point receiving the largest quantity of mail; therefore, the first point of delivery should be shown at the lower left-hand corner of the case, and each row should be labeled from left to right in the exact order in which the route is to be served. The last point of delivery will be shown in the upper right-hand corner of the case. The labels should be suitably marked to indicate the relay points. In the interest of uniformity, the labeling and re-labeling of carrier cases should be performed by some employee of the office skilled in that work if such person is available. However, if this is not possible, auxiliary assistance, or in emergencies, overtime may be allowed.

(c) Paper separations may be placed at either the top or bottom of the case, preferably at the bottom. Large paper mail, such as magazines and bulky newspapers, must not be cased with the letter mail. Either the one-bundle system, letters and papers strapped together, or the two-bundle system, letters and papers strapped separately, may be used in the delivery of mail.

(d) Carriers' cases must be located as conveniently as possible with respect to the letter and paper distributing cases, and kept free of personal effects. Insofar as practicable mail will be withdrawn from distributing cases and placed on carriers' cases by clerks or mail handlers, especially for the first morning delivery. When not practicable to do that, excessive time must not be consumed by carriers in making too frequent withdrawals of mail. Ordinarily, two withdrawals of letter mail and one of paper mail each trip are considered to be sufficient. Errors in distribution and mark-ups must be promptly redistributed, and every arrangement practicable should be made to enable carriers to make a final pull

of cases containing such mail, also other first-class mail and daily papers just prior to the time of leaving to serve their routes. Stools may be used by carriers in the performance of their office work. Carriers should not be required to examine insufficiently addressed mail.

Key Cages

85. Arrangements must be perfected to enable carriers to obtain and account for keys, registered, c. o. d., and postage-due mail with a minimum consumption of time. Wherever practicable, arrangements should be made to deliver such items to the carriers at their cases. Where window service is necessary, carriers should be served at one window, if practicable, which should be conveniently located. If more than one window is used, they should be adjoining. It is not considered a good plan to call out the names of carriers required to call for registers, c. o. d.'s, customs, or postage-due mail.

Maintenance of Schedules

86. (a) The number of deliveries authorized must be maintained as scheduled. A reasonable amount of overtime or auxiliary assistance, for which an advance allowance should be obtained, may be used when necessary to deliver mail with time value as contemplated in paragraphs (d) and (e) of this article. The omission of a trip is permissible only in cases of emergency upon proper authorization of a supervisor, and should be fully explained by the carrier on Form 1571. Mail without time value available to the carrier on the last trip of the day and held over for delivery on the following day will be reported on Form 1571. The delivery time must be reasonably uniform; therefore, it is essential that the carriers leave on or before scheduled time and maintain a reasonably uniform returning time. On Mondays, days after holidays, and on other days when it is known that an unusual quantity of mail will be on hand, carriers should be scheduled to report sufficiently early to enable them to complete the routing of mail for delivery and leave on scheduled time.

(b) The scheduled leaving time for each trip should be the same for all carriers making the same number of trips daily at each post office or station, except carriers who serve routes far distant from the post office or station, who may be scheduled to leave sufficiently in advance of other carriers to insure the return of all carriers of that group at approximately the same time.

(c) In order that postmasters and other officials having supervision of the city delivery service at first-class offices may know whether first-trip schedules are being maintained at all times, reports shall be made on Form 1813 (Late Leaving and Returning

Report—First Carrier Delivery Trip.) These reports must be carefully analyzed by the proper supervisor and appropriate steps taken to remedy any unsatisfactory condition they disclose.

(d) When necessary to complete the first delivery as scheduled on three-trip routes, there will be taken out for delivery on that trip all first-class mail and daily papers, and such additional mail in order of importance, as can be delivered within the scheduled time. Mail distributed to the carriers but not delivered on the first trip should be delivered on the second trip. Mail without time value distributed in time for the third trip may be held over for delivery on the first or second trip of the following day if to effect delivery on the third trip on the day received would require overtime or auxiliary assistance.

(e) As a general policy, residential routes should be arranged so that all classes of mail distributed to carriers before leaving time will be delivered that day. However, it is not intended that advertising matter without time value will be delivered on heavy days such as Mondays and Fridays, when to do so will require the use of overtime. Such mail which is not delivered on heavy days must be delivered the following day. On Saturdays, all mail distributed to carriers must be delivered that day. The provisions of this paragraph apply also to substitutes employed in place of regular carriers absent for any reason. It is not contemplated that substitutes will be used an excessive number of hours on heavy days in order to effect delivery of all mail on hand.

Errors in Distribution and Markups

87. Errors in distribution should be so placed on the carrier's desk that they may be continuously collected for return to the distributing cases and redistributed. Immediately after the carrier on a two- or three-trip route has completed the casing of his mail, all first-class markups and all others, if possible, should be handled by the carrier and returned to the distributing case for redistribution. Where it is practicable for the carrier to mark up his first-class mail before he completes the routing of all mail, this should be done in order to expedite the delivery of mail marked up for delivery by other carriers. While it is desirable that all markups be completed by the carrier before leaving on each carrier trip, if at all possible, it is mandatory that all first-class markups be completed before the carrier leaves on any trip. On one-trip routes all errors in distribution and local changes of address within the delivery unit must be handled before the carriers leave the office in order to insure delivery that

day. If necessary, the one-trip carriers may report at a time sufficiently early to complete this work and maintain their regular departure time. Markups for addresses outside the delivery unit must be handled by the carrier upon his return to the office before ringing out for the day.

Fixing Schedules

88. In fixing schedules for office time, carriers should be divided into groups, each group to consist of the carriers with the same scheduled leaving time and approximately the same allowable office time, and the reporting time fixed accordingly for each group. Each carrier should leave to serve his route immediately upon completion of his office work and, while some carriers will leave a few minutes in advance of the scheduled leaving time with more or less frequency, the leaving time of carriers will be uniform to the extent contemplated if the schedules of office time are properly fixed.

Ending Tour

89. Carriers should not be permitted to end their tours of duty on their routes without authority from the Department, but must return to the post office or station to which assigned. Keys assigned to carriers must be securely attached to their clothing by the safety chains provided, and must be returned to the post office or station each day at the end of the last trip on which used. Carriers will be required to have their satchels with them at all times while serving their routes.

Paired Routes

90. (a) Each carrier must familiarize himself with the casing or routing of the mail for at least one route other than his own, so that, during the absence of the regular carrier on such route, he will be qualified to assist and instruct the substitute in routing the mail, the substitute to serve the absent carrier's route. Usually, this can be accomplished by having each regular carrier case his partner's mail on light days during definitely stated periods.

(b) A regular carrier assigned to assist a substitute in casing mail on a paired route may be required to report in advance of his scheduled reporting time when necessary to avoid late departures. To avoid curtailments in such instances, a small amount of overtime, if necessary and authorized, may be used by the regular carrier. Cases of paired carriers should be adjacent.

Route Directories

91. Inside of the front cover of each Carrier's Route Directory are pages containing spaces for carrier to provide information as follows: Delivery unit at which carrier is assigned; carrier's name;

route number; mail keys number; badge number; dates during which the book is in use; the location of storage boxes, mail chutes and collection boxes; location of contract stations; weekday and Saturday schedules of the route by trips; leaving time of cars, busses or other means of transportation and points at which such transportation is obtained; and list of all permanent orders to local post office boxes.

Change of Address Orders

92. Each change of address order received by a carrier from a patron on his route should be entered by the carrier on Card Form 3982 (change of address) in addition to the entry in his route book. A separate card should be maintained for each separation in the carrier's case for which there are change of address orders. Where it is practicable to do so and in order to reduce the number of cards to be handled, each card may cover a certain space on the case; that is, from a given address to another given address. Carriers should keep on hand, at all times, this card file for all permanent changes of address. File boxes will not be supplied and the cards should be fastened together with a rubber band and kept in the drawer of the city carrier case. The entries should remain on the cards for 60 days for all permanent changes and until patrons return for all temporary changes. At the end of 60 days, or at the expiration of a temporary forwarding order, the address should be canceled by a line drawn through the entry. Whenever a utility carrier or substitute carrier serves the route, he should distribute these cards in the carrier's case with the letter mail on each trip. This procedure should prevent deliveries of mail, as addressed, when forwarding orders are on file.

The carriers' case labels should be uniformly and conspicuously marked, preferably in red, to indicate when mail is to be withdrawn for delivery through post office boxes.

5-Day Count

93. A 5-day count of mail handled on each route, including auxiliary routes, a count of parcel-post routes, and weight of collection routes, shall be made annually by carriers, irrespective of their ages or years of service, during the month of October, unless otherwise ordered by the Department. The count will be made for 5 consecutive weekdays, commencing on Monday, and the week be so selected as not to include the first or last day of the month, or any other day which might cause an unusual condition insofar as the volume of mail is concerned.

94. *Purpose.*—The purpose of the 5-day count is to determine, in connection with

the route inspections, the condition of each route and whether adjustments are necessary. It is important that during the count period carriers effect delivery of mail in the same manner as contemplated during any normal week.

95. *Time for counting.*—The carrier will count the mail, keep a record of and enter on Form 1838 the number of pieces of various classes and other items, also the time lost, if any, in waiting for mail and the time consumed in the counting of mail. He should be required to report in advance of his scheduled reporting time, if necessary, to enable him to leave on time. Care should be exercised by the carrier so that the total time lost waiting for mail or time consumed by him in the counting of the mail is entered on Form 1838, and that such time is not included in his net office time or net total time for the day. If excessive time in counting the mail is recorded by the carrier on Form 1838, the supervisor in charge of the delivery unit will take the necessary steps to enable him to determine a proper time allowance for that item.

96. *Substitutes.*—Substitutes assigned to full- or part-time authorized auxiliary routes will count the mail and enter the figures on Form 1838 in a manner similar to the regular carriers. Regular carriers should not be given auxiliary assistance during the 5-day count period, except where the time involved would result in inadequate service to the public. Where a substitute is used under these conditions, he will complete a Form 1838 and the data considered with that on the form submitted by the regular carrier.

97. *Accuracy of count.*—The count of mail by carriers must be absolutely accurate and dependable. Where distribution to firms direct is made by clerks, each direct package for a firm will be counted as one piece and so handled by the carrier. The total pieces of mail handled will comprise all mail distributed to the carrier, including errors in distribution. The errors in distribution must not be included in the number of pieces marked up but must be returned to the distributor for redistribution before the carriers leave the office. Mail available to a carrier for a particular trip and not routed by him for that trip should not be included in the count of mail for that trip.

98. *Verification.*—Upon receipt of Form 1838 from the carrier, the postmaster or designated supervisor will arrange to have the time items verified promptly. In the cases of forms submitted by utility carriers and substitutes working part time in place of absent regular employees, the time will be disregarded but the volume of mail will be used to obtain an average. During the count period, a supervisor at each delivery

unit should be designated to make one or more selective counts daily of the mail distributed to individual routes and verify the counts recorded by the carrier. Inspections of routes should not be made during the week of the count period.

99. Use of Form 1840.—The data recorded on Form 1838 will be transferred to Form 1840 (Memorandum of Carrier's Work for the Consecutive Full 5-day Period). The time to be entered on Form 1840 in the second column under the caption "Net Office Time Used" is the actual time consumed by the carrier in performing his office work each day, and not the scheduled time for such work. This entry should not include any time spent in waiting for or counting mail. Carrier and clerk schedules should be so arranged that it will not be necessary for carriers to wait for mail. Clerical schedules should be so arranged to provide for the distribution of sufficient mail to carrier routes so that carriers will not be idle between the time of reporting and time of leaving on each trip.

100. Absence during period.—During the 5-day count period, carrier absences, except on account of compensatory time, should be avoided insofar as practicable. The time of utility carriers will not be recorded on Form 1840, but the volume of mail handled will be recorded. When a regular carrier is absent part of a day, no time entries for that day should be made on Form 1840, but the volume of mail handled by the regular carrier and substitute or utility carrier will be recorded. The time worked by a substitute for a full day on a regular route will be recorded on Form 1840, and included in the totals and averages the same as for a regular carrier, if the substitute was employed continuously on such route for 6 or more days prior to the beginning of the count, or if the substitute is otherwise reasonably familiar with the route. On routes of absent carriers manned by substitutes unfamiliar therewith, the count should be made and the figures as to volume recorded by the substitute on Form 1838 should be transferred to Forms 1840 and 1817 or 1818.

101. Daily averages.—The daily averages as to all items on Form 1840 shall be the daily averages for the days on which the regular carrier was employed full days, or on which a qualified substitute was employed full days, as stated in the preceding paragraph. When the daily averages cannot be obtained under these provisions, a 5-day count for such routes should be made as soon as possible during a normal period.

102. Time standards.—Reasonable time standards for the performance of office work by carriers have been fixed by the

Department and are outlined in articles 103 and 104 of this chapter. The vast majority of the carriers have no difficulty in meeting these standards and do so in the daily performance of their work. Postmasters and supervisors who are familiar with the Department's requirements with respect to the city delivery service and who properly supervise the carriers in the performance of their office work can readily determine which of the carriers are obviously not meeting the standards. During the count period, time computations for the performance of office work will be made only with respect to those carriers who are not meeting the minimum requirements and who are not 55 years of age or have had 25 years of service or more. It is contemplated after determining the extent to which the carriers are not meeting these requirements that proper action will be promptly taken to insure that the carriers will be appropriately instructed so that they will meet such standards in the future.

103. Routing allowance.—The maximum time allowance for routing mail shall be determined according to the following table:

	1-trip routes	2-trip routes	3-trip routes
Letters, cards, and letter-size circulars; per minute ¹	18	18	19
All other mail; per minute.....	8	8	9

¹ On 1-trip mounted routes in cases where additional handling is required to place the mail in exact sequence for delivery, the maximum allowable office time for strapping mail in bundles, preparing relays and placing mail in satchels will be disregarded and the carriers allowed the actual time consumed by them in rerouting and strapping.

104. Office time.—The "Maximum Office Time" will be the maximum time allowance for routing mail, as computed in accordance with the above table, plus the total of the following time allowances:

	Minutes
Withdrawing mail from distributing cases for each trip.....	3
Strapping mail in bundles, preparing relays, and placing mail in satchel:	
For each 70 pieces regardless of character of mail.....	1
(Minimum allowance, 3 minutes.)	
C. o. d.'s and customs due; signing for and making returns:	
For each of the first 5.....	2
For each in excess of 5.....	1

	<i>Minutes</i>
Registers signed for (10 or less).....	2
(A proportionate allowance for all over 10.)	
Registers and receipts turned in (10 or less).....	2
(A proportionate allowance for all over 10.)	
For each 5 pieces of insured mail entered on Form 3883 (firm delivery book).....	2
Insured receipts turned in.....	1
Obtaining postage-due mail:	
For 10 pieces or less.....	2
For each 5 pieces in excess of 10.....	1
For filling out Form 3868 (carrier's receipt)	2
For each change of address recorded in route book and on Form 3982...	2
For each 5 pieces marked up.....	1
For each 2 publications handled for forwarding	1
For each 2 publications handled for return	1
For each 10 pieces second- or third-class separated for forwarding or return	1
Obtaining letter box key.....	1
Returning letter box key	1
Facing collections in office: For each 40 pieces.....	1
For actual time used answering official communications.	

105. Unusual work.—Ordinarily, a carrier will not be required to perform work other than that described in articles 103 and 104 of this chapter. If other work not usually handled is performed during a count period, it should be described briefly on Form 1838 and the actual time used thereon should be noted on the form. This time will be deducted to obtain net office time and net total time.

106. Forms to be used.—(a) At second- and third-class offices, it is not necessary to transfer the data from Form 1840 to any other form. At first-class offices, the data on Form 1840 will be consolidated on either Form 1817 or 1818 (City Delivery Statistical Data), the form to be used depending on the number of routes. A separate Form 1817 or 1818 must be used for the main office and for each carrier unit, and one-, two-, and three-trip routes at each unit must be segregated; the totals and averages to be shown for each group of routes. The data for part-time auxiliary routes should not be included in such totals or averages, but should be shown separately. If a route was served by a substitute during a count period, that fact must be shown on Form 1817 or 1818. (See article 100 of this chapter.)

(b) All carriers assigned to the delivery of parcel post, including utility and substitute carriers, will record the number of parcels handled by them on Form

1838-A (Memorandum Count of Mail, Parcel-Post Delivery Service). The data recorded on Form 1838-A will be transferred to Form 1840-C (Memorandum of Parcel Post Delivery Carriers' Work for the Consecutive 5 Full-Day Period) and consolidated on Form 1817-A or 1818-A (Parcel Post Delivery Statistical Data), the form to be used depending on the number of carriers included in the consolidation, and a separate form to be used for each parcel post delivery unit. In making the consolidation the carriers must be grouped according to the number of trips made daily, and the daily totals and averages for each group must be shown. The 5-day count and weight data for collection routes should be recorded on Form 1838-B, the information transferred to Form 1840-B and consolidated on either Form 1817-B or 1818-B. A separate form will be used for each collection unit, the collectors grouped according to the number of trips made daily, and the daily totals and averages for each group shown.

Route Inspections

107. Route inspections are an important part of the supervision of the city delivery service. Each carrier route, including parcel-post routes, collection routes, and all auxiliary routes, irrespective of the age or years of service of the carrier, must be carefully inspected annually by a competent supervisor. Inspections must not be made by an employee below the grade of clerk in charge. They must be made by the postmaster or assistant postmaster at second-class post offices, and by the postmaster at third-class post offices having city or village delivery service. Route inspection reports or copies thereof should be made available to the carrier.

108. Special inspections.—Special route inspections and adjustments must be made whenever the service conditions warrant. Saturday route inspections should be made whenever conditions warrant. At the larger offices, inspections should be made by groups of routes at stations or designated districts, and must be completed within the fiscal year. At offices having more than one delivery unit, reports of inspections on Form 1810 will be submitted to the Department as the work at each unit is finished. At the smaller offices the completed forms as required by article 136 of this chapter will be submitted promptly.

109. During count period.—The annual inspections must be made during normal periods and on the 5 regular week days. Unless absolutely necessary, they must not be made during the week of the 5-day count period, on a day following a holiday or on any other day when the mail is heavy incident to the first-of-month mail-

ings, or during a seasonal period such as Christmas. The inspection of a route should be avoided insofar as possible on a day when it is served by a utility or a substitute carrier. Each route inspection must invariably cover the work of the carrier for an entire day.

110. Count of mail.—The supervisor making the inspection will personally count the pieces of mail handled. On the day of inspection the routes should be served in the usual manner. If inspection is made on a heavy day and it is the practice to hold circular mail for delivery the following day, this should be done on the day of inspection. If upon his return to the office the carrier generally routes mail for delivery the following day, he should do likewise on the day of inspection. If there is on hand on the day of inspection an unusual quantity of mail which should have been disposed of by the carrier on the previous day, it should be included with the count of mail handled. However, the supervisor making the inspection will determine the extent to which the time used on the route was increased by reason of handling the delayed mail, and take such time into consideration in noting the amount of relief necessary or the amount of work to be added.

111. Supervision.—(a) The supervisor will make the inspection of the route so as to avoid interfering with the carrier in the performance of his work. The carrier should be allowed to perform his duties, both in the office and on the street, in his customary manner, it being the purpose of the inspection to ascertain how the carrier works when not under observation by a supervisor, and to determine the requirements of the route under normal conditions. The supervisor must not engage the carrier in general conversation while office work is being performed or while deliveries are being made, and should not seek to obtain any information from the carrier at such times unless absolutely essential to do so.

(b) Form 3999 should be completed by the supervisor to the fullest extent practicable before leaving the office or station in order to avoid delaying the carrier in making deliveries. The supervisor must not set the pace in serving the route, but should follow the carrier at a reasonable distance, observe his actions, and determine his efficiency in making deliveries. He will give particular attention to the question as to whether the route is laid out so that it can be served in the most expeditious manner and whether it is being so served by the carrier.

(c) The supervisor making the inspection will carefully record the data for each trip on Form 3999 (Memorandum of Inspection of Carrier's Route) and upon com-

pletion of the inspection, will make his report on Form 3998 (Report of Inspection of Carrier's Route), being careful to give all information called for on the forms. He will compute the maximum office time in accordance with the instructions outlined in articles 102 to 104 of this chapter. If the carrier has any unemployed time in the office, the reason therefor and the amount of time consumed should be recorded on Forms 3999 and 3998. The data shown on Form 3998 should cover a full day, including office time, and not just the time consumed in making one trip. Any unusual condition existing on the day of inspection should be noted on Form 3998 or on a sheet to be attached thereto.

112. Comparative time.—(a) In order to fully determine whether the results obtained by an inspection are truly indicative of the requirements for the route, it is necessary to take into consideration the time used and the schedule observed by the carrier on the same days of the week (each of which must be a full day) for 6 prior weeks, and Form 3998 must be completed as to the items of time to be entered under the caption "Comparative Time." If a carrier was absent any part of one or more of the corresponding days within the 6 weeks immediately preceding the day of inspection, or if unusual conditions such as first-of-month mailings or day after a holiday prevailed on one of the corresponding days, it will be necessary to take into consideration the time used and the schedule observed by him on one or more corresponding days within a period of more than 6 weeks immediately preceding the day of inspection; however, the comparative period should cover not more than 12 weeks.

(b) When the average of any item of time for the comparative period does not compare favorably with the corresponding item for the day of inspection, the supervisor who made the inspection should ascertain the reason or reasons therefor and make suitable comment on Form 3998 or on a sheet to be attached thereto. In each such case, the report of the inspection must be reviewed carefully and promptly by the proper supervisor with a view to determining whether the carrier should be required to submit a written explanation and whether disciplinary action should be recommended, and any such action taken should be briefly recorded on Form 3998.

113. Tabulation of inspections.—Route inspections at first-class offices will be tabulated on Form 3998-C for each delivery unit having 18 carriers or less, and on Form 3998-D for each delivery unit having more than 18 carriers. A separate form must be used for each delivery unit, whether main office, station or branch; and the inspections must be tabulated by groups,

according to the number of trips, with the 1-trip carriers in the first group, and 2-trip carriers in the second group, and the 3-trip carriers in the third group. The total and average of each column must be shown under each group except that the data for part-time auxiliary routes should not be included in the totals or averages but should be shown separately. Each established auxiliary route should be designated "Aux." at the left of the form in the column with the route number. At second- and third-class offices, it is not necessary to transfer data from Form 3998 to 3998-C.

114. Possible stops.—In giving the "Number Possible Stops" on Form 3998-C or 3998-D, state the actual number of dwellings, apartment houses, office buildings, factories, and clusters of out-of-bound boxes at one point; and count as a single stop:

(a) Each apartment house where a delivery is made to a single box, to a group of boxes, or at one desk.

(b) Each office building.

(c) Any point on the route where a stop is made to deliver to an out-of-bound box or group of such boxes.

Any patron falling within either of the above groups who receives mail through a rented post-office box, and who is otherwise eligible to receive city delivery service, shall be counted when computing the number of possible stops. The number of such possible stops shall be those actually existing and will not be multiplied by the number of carrier trips per day.

115. Number of deliveries.—The number of deliveries possible on a route will include every residence thereon, every box in each group of boxes in apartment houses, every factory, each separate delivery made to persons or firms in office buildings or other buildings, every out-of-bound box, and every box in each group of out-of-bound boxes. To obtain the number of deliveries possible on all trips for a day, total the number of such delivery points on each trip. The number of deliveries made on all trips will be the actual number of points at which the carrier actually delivered mail on the day of the inspection.

116. Adjustment of routes.—(a) Route adjustments are a very important part of the supervision of city delivery service and the efficiency of such supervision is directly indicated by the use made of the 5-day count record and reports on route inspections, as the principal purpose of the 5-day count and inspections is to provide complete information on which proper adjustments can be made. Each carrier's record of changes of addresses shall be kept current and corrected in accordance and concurrently with route adjustments. Carriers should be invited to make sug-

gestions which should be carefully considered before making route adjustments.

(b) Route adjustments should be made as soon as practicable after completion of a 5-day count, using in connection therewith the last route inspections. If it is contemplated that inspections of the routes will be made within a period of 60 days after completion of a 5-day count, the route adjustments may be postponed until after the inspections are made.

(c) When route adjustments necessitate the establishment of auxiliary routes or an increase in the time used on established auxiliary routes, they should not be placed into effect until the Department has been advised of the amount of additional auxiliary required and the necessary additional allowance, if any, has been authorized.

117. Auxiliary routes.—It is not the policy of the Department to authorize regular carriers to serve newly created auxiliary routes until an inspection of such routes definitely discloses that they are full-time routes and the postmaster is satisfied there is no undertime on the regular routes. If the inspections of the auxiliary routes disclose them to be full-time, consideration will be given to authorizing additional regular carriers and conversion of the auxiliary routes to regular routes. Requests for the authorization of additional regular routes should be accompanied by inspection data of the auxiliary routes it is desired to convert on Forms 3998-C or 3998-D, when submitted by first-class offices, and on Form 3998 when submitted by second-class offices.

118. Office time.—A carrier's office time should be fixed at the time required to perform his office work but such time allowance should not be in excess of the average maximum office-time allowance during the 5-day count, or on the day of inspection. An exception will be made of carriers who are 55 years of age or more and carriers who have served continuously for 25 years or more when such carriers have satisfactory conduct and efficiency records and it is demonstrated that they cannot meet the maximum office time allowance. Ordinarily, the office time allowed in the schedule for an exempted carrier should be his average for the 5-day-count period, or the time shown on the day of inspection. However, if the carrier demonstrates that he needs less office time and is having idle time in the office, or is leaving too early during periods other than the 5-day-count week, the schedule should be appropriately adjusted.

119. Street time.—Ordinarily, the street-time schedule for each trip will be the actual time used for each trip on the day of inspection. However, if the number of pieces of mail handled on that day differs materially from the average number of

pieces handled during the last 5-day-count period, adjustments should be made accordingly. If the street time used by the carrier on the day of inspection does not compare favorably with the daily average street time used on the corresponding days for 6 preceding weeks, the reason therefor should be determined. When the street time cannot be fixed satisfactorily under the foregoing provisions, another inspection of the route should be made promptly, preferably by a supervisor other than the one who made the first inspection.

120. Total time.—(a) After determining the daily office and street time to be allowed as outlined above, sufficient territory should either be added or taken from each route to permit of the maintaining of trips as scheduled and to make the total time, as nearly as possible, 7 hours and 45 minutes for a normal day on two- and three-trip routes and 8 hours on the heaviest or next to the heaviest day on one-trip routes. If the total time allowable for a route is less than shown in the foregoing examples, the difference is undertime.

(b) Undertime should be used to the fullest extent practicable in giving relief to those routes requiring more than 7 hours and 45 minutes, and in reducing or eliminating routes served by auxiliary. If the total undertime available is not consumed in the manner outlined, the remainder should be utilized to reduce one or more regular routes, and surplus time of regular carriers should be used to reduce auxiliary and substitute service, pending advice from the Department as to the disposition to be made of the carrier time involved. At the smaller offices, undertime of regular carriers should be used to the fullest extent practicable in making deliveries of large parcels, especially in the business section, and to reduce expenditures for auxiliary carrier hire.

(c) While two- and three-trip routes are to be adjusted on the basis of 7 hours and 45 minutes for a normal day, schedules should be on the basis of 8 hours daily with due regard to the 8-in-10-hour law. However, where conditions permit, schedules should be arranged on a basis of 8-in-9 hours or less. The allowable office time will vary for each route and it is not practicable to fix the scheduled office time in exact agreement therewith, but the schedules should be fixed as outlined in article 88 of this chapter. However, if the allowable office time for any route differs materially from the average of the group, the reporting time of such route may be fixed earlier or later as deemed advisable.

121. Schedules.—Carrier schedules may be changed to meet the needs of the service without authority from the Department. In adjusting routes, it should be borne in mind that they must be compact and be-

gin and end as near as practicable to the post office or station. The starting point will also depend upon which part of the route receives the greatest volume of mail. Eight hours is the regular working day, the 15-minute period being provided on two- and three-trip routes as a leeway to prevent excessive overtime on heavy days as well as to allow for some increase in the number of stops or volume of mail handled. Ordinarily, routes should not be adjusted in addition to the regular annual adjustments unless undertime becomes excessive, or auxiliary assistance or time in excess of 8 hours is required practically every day of the week.

Collection Service

122. (a) Collections will be made by all delivery carriers in connection with their regular delivery trips, except in the larger offices, where it has been found necessary to maintain a collection service in business sections during delivery hours. Under ordinary conditions no mounted collection is needed in strictly residential territory during the time delivery carriers are at work. Delivery carriers should face mail to the fullest extent practicable as it is taken from the boxes and in traveling from their routes to the post office or station, and segregate mail for local delivery. Postmasters should arrange to make sufficient tests to determine whether carriers and collectors are making collections as scheduled. Collectors will register on the time recorder each time their schedule requires them to leave and return to the office or station.

(b) Generally, three collections in residential territory should be sufficient; one in connection with morning relays, one by delivery carriers, and the third by collectors to be completed by 8:30 p. m., or earlier in the evening if necessary to connect with all important dispatches. There is no need for an early morning collection from residential territory unless some unusual condition exists.

(c) Not more than one collection should ordinarily be made from the street letter boxes on Sunday, but it should include all boxes which have been found to contain a quantity of mail sufficient to justify such collection. Ordinarily, this collection should be made between the hours of 4 p. m. and 7 p. m., no collector to reach the office later than 7:30 p. m. At some of the largest post offices where the volume and importance of the mail justifies, more than one collection may be necessary on Sunday in the principal sections to permit of connecting with important dispatches.

(d) For collection purposes at the larger offices, the postal district should be separated into zones according to the character

of the territory, and collection schedules should be fixed in conformity with important dispatches and the volume and importance of the mail to be collected. The first zone will be the business section where frequent collections are necessary. In this zone with numerous collection points located in a congested area where traffic is extremely heavy, particularly during business hours, the exclusive use of mounted carriers in making the frequent collections required is not practicable or economical. Many of these collections should be made by foot collectors who will deposit the mail collected in relay boxes located at convenient places to be picked up and carried to the distributing unit by mounted collectors at frequent intervals. Regular routes should be established in the collection service wherever practicable.

(e) It may be found necessary at the larger offices to make collections from the relay boxes and large office buildings at intervals of 15 to 20 minutes during the peak period. When necessary, mounted collectors should make special trips to factory districts and outlying or secondary business districts between the hours of 5 p. m. and 6 p. m. to insure receipt in the office and distribution of the bulk of the business mail prior to the last or clean-up collection which should consist principally of residential mail.

(f) At the smaller offices, collections will be made by all delivery carriers in connection with their regular trips which ordinarily should be sufficient. However, if there is an important evening dispatch and the volume of mail warrants, an evening collection may be made in the business section in time to connect such dispatch. Such collection should ordinarily be made by a clerk.

(g) All mail addressed for local delivery and collected in the forenoon, whether by delivery carriers or collectors, should be delivered the same day in business sections where practicable, except on Saturdays. To accomplish this, collections from all street letter boxes should be scheduled in connection with morning relays. If necessary, carriers after reaching the post office or station from their morning delivery trips, should assist in facing mail in order that mail for delivery within their office or station territory may be delivered the same day.

(h) The supervisor inspecting a collection route will carefully record the required data for each trip on Form 3999-B (Memorandum of Inspection of Collection Route) and, upon a completion of the inspection, will make his report on Form 3998-B (Report of Inspection of Collection Route), being careful to give all information called for on the form. Suitable comment should be made on the form

under "Remarks" concerning any irregularity disclosed and with reference to any change proposed in the manner of serving the route. The results of inspections will be tabulated on Form 3998-G for each collection unit having 18 carriers or less, and on Form 3998-H for each collection unit having more than 18 carriers.

(i) Immediately after the routes are inspected, careful consideration must be given to any necessary adjustments in accordance, as far as applicable, with the instructions heretofore outlined under the heading "Route Adjustments." Each full-time route should provide the collector with not less than 7 hours and 45 minutes' work daily working with reasonable expedition and efficiency.

(j) Consideration will also be given as to whether the volume of mail collected from any box on any trip warrants such collection, and as to whether boxes are suitably located with respect to the volume of mail deposited therein and to meet the convenience of the majority of patrons. Unusual mailings of business mail in boxes in residential sections should be reported, and the firms involved advised as to the proper point of deposit of their mail in order to insure the most expeditious handling of same.

(k) When an increase in the frequency of collections is necessary, or additional routes are required to insure proper dispatch of mail, all facts should be submitted to the Department with suitable recommendations.

Parcel-Post Delivery

123. Number.—Deliveries of parcel post should be restricted to on delivery each weekday, Monday through Saturday, in both business and residential areas. Exceptions may be made in business areas only in those instances where the volume of parcel-post mail is so great that it exceeds the storage capacity of the post office.

Where experience has shown that the majority of business houses are closed or their receiving rooms are not open on Saturday, and a large number of parcels which could not be delivered are returned to the post office, consideration should be given to the discontinuing of Saturday delivery of parcels in the business section.

124. Schedules.—At offices where the greater volume of parcel-post mail is received late in the forenoon, the schedules of the parcel-post carriers serving the residential territory should be fixed to permit of the completion of the distribution prior to their reporting time, and such mail should be delivered on the same day. Where the greater volume of parcel-post mail is received so late in the forenoon that carriers cannot complete 8-hour schedules in residential territory within reasonable

hours, consideration should be given to scheduling carriers for a short business delivery, or delivery to nearby residential territory, prior to the receipt of such mail; for the second delivery in the business section the routes should be combined and served by a few carriers, and the available time of all remaining carriers used in completing deliveries in the one-trip territory.

125. Foot carriers.—(a) Ordinarily, foot carriers will be required to take out on their regular delivery trip all parcels, including mail-order catalogs, not exceeding 2 pounds in weight. Mounted carriers will deliver all parcels, irrespective of size or weight, addressed for delivery on their own routes, and will also deliver parcels in such additional territory as may be feasible. The undertime of a mounted carrier should be utilized to the fullest extent practicable in the delivery of parcel post on routes other than his own.

(b) Common sense must be exercised in applying the rule as to the size and weight of parcels to be delivered by foot carriers. When such carriers have large quantities of other mail and the taking out of parcels under the foregoing rule would tend to overburden them or delay the delivery of the more important mail, the larger parcels may be turned over to the parcel-post carriers for delivery. On the other hand, if a carrier has less than 25 pounds of mail on any trip and there is on hand for delivery on his route a parcel or two slightly in excess of 2 pounds in weight he should deliver such parcels.

126. Sack—routing system.—The sack-routing system is to be followed in the arrangement of parcels for delivery wherever three or more parcel-post carriers are employed, and must not be abandoned in any part during the Christmas period. The office time of parcel-post carriers must be kept at a minimum to conserve vehicle time, space at loading platforms, and to insure maximum delivery time. It is essential that prior to the reporting time of the carriers, the distribution of parcels be completed. Where clerical and mail handler time is available for such purposes, the bag racks should be pulled, the sacks piled for loading in order of delivery, the mail taken to the loading platform, and the carriers given assistance in the loading of their vehicles. The office time of parcel-post delivery carriers should not exceed 45 minutes for one-trip carriers, and 55 minutes for two-trip carriers. At offices having one or two parcel-post delivery carriers and not using the sack-routing system, the office time of such carriers should not exceed 1 hour and 30 minutes.

127. Schemes.—(a) Certain definite boundaries should be established for parcel-post delivery routes based on a normal day's work. However, due to the variance

in the number of parcels received for delivery in the various sections on different days of the week and at different periods of the year, daily deliveries should be arranged on a flexible basis so as to permit of the shifting of sacks from one route to another to equalize the work and to insure each parcel-post delivery carrier's being profitably employed for a full tour. By consolidating deliveries on light days, a lesser number of trucks will be required, which will permit of the granting of Saturday compensatory time without the use of substitution.

(b) The city will be divided into consecutively numbered "sections" for parcel-post distribution and delivery purposes, the sections to conform to the general city scheme insofar as practicable. Commencing with the business district, and following with the mixed business-residential districts, and the strictly residential districts, the sections will be designated as "Section 1," "Section 2," "Section 3," and so on in accordance with the number of sections into which a city is divided, which "sections" will remain fixed for distribution purposes. As the final routing of parcels for delivery in each section will be made by clerks into bag racks with 45- to 60-sack separations for streets, buildings, and firms, the area covered by a section will be based on the number of parcels to be delivered therein on heavy days.

(c) It should be understood, that while the boundaries of the various sections are to remain fixed insofar as distribution is concerned, the carrier routes embraced in each section are to operate on a flexible basis in accordance with the increase or decrease in the number of parcels received for delivery from day to day. As an illustration, "Section 1," which embraces 60 sacks, may be served by 3 carriers, each with 20 sacks, on Monday, a heavy day; while on Tuesday, a lighter day, 2 carriers can handle the mail for "Section 1" by each taking 30 sacks on that day. Careful supervision should be given to the work of the parcel-post carriers so that they will be profitably employed for a full tour, and auxiliary assistance should be provided as required on extremely heavy days.

128. Distribution.—The parcels will be routed for delivery by distributing them into sacks in bag racks so arranged as to reduce the walking of distributors and the amount of space utilized to the minimum. Bulky, fragile, and perishable parcels, which cannot be safely handled in sacks, should be treated as outside pieces, and a sack separation number recorded on each piece as a delivery reference. The arrangement of the bag racks should be in conformity with the distribution set-up, and the number of sack separations should be based on reasonably full sacks on heavy

days. The sacks required for each section will be consecutively numbered in the order in which deliveries are to be made, and will be appropriately labeled before they are given to the carrier. Each section may be subdivided into 3 or 4 parts by using the route number, a letter of the alphabet or other suitable designation after the section number. As an illustration, "Section 1," containing 60 sacks, may be subdivided into "Section 1—Route No. 4000," "Section 1—Route No. 4001," and "Section 1—Route No. 4002," each containing 20 sacks numbered from 1 to 20, inclusive. This subdivision will permit of the hanging and numbering of additional sacks, as needed, without the necessity of renumbering the entire section of 60 sacks.

129. Route cards.—Route cards will be prepared in the manner herein outlined for use by carriers assigned to the delivery of parcels. One card should be prepared to cover the sack numbers used in each division of a section. The sack numbers should be listed on the cards in numerical order, and the street numbers included in each sack separation should be entered immediately below the sack number and in the order of delivery. For example: Section No. 1, which embraces 60 sacks, is subdivided into 3 parts, Section 1—Route No. 4000, Section 1—Route No. 4001, Section 1—Route No. 4002, each containing 20 sacks. On card Section 1—Route No. 4000 there will be entered in numerical order the street numbers included in sack separations 1 to 20, and the same procedure will be followed with respect to cards Section 1—Route No. 4001, and Section 1—Route No. 4002. The listing of the street numbers included in each sack should be made as follows:

Section 1—Route No. 4000, Sack No. 1

Bryan.....	4600-4800
Grigsby.....	1400-1600
Prairie.....	1400-1600
Annex.....	1400-1600

Section 1—Route No. 4000, Sack No. 2

Bryan.....	4900-5100
Fitzhugh.....	1400-1600
Bennett.....	1400-1600
Garrett.....	1400-1600

130. Route inspection.—(a) The supervisor making an inspection of a parcel-post route will accompany the carrier a full day. He will arrange to ride on the truck in such a way as not to prevent the carrier from routing and handling his mail in the regular manner. Insofar as applicable, the supervisor making the inspection will be governed by the instructions set forth in paragraph 46.

(b) The supervisor will carefully record

the required data for each trip on Form 3999-A (Memorandum of Inspection of Parcel-Post Route), and upon completion of the inspection, will make this report on Form 3998-A (Report of Inspection of Parcel-Post Route), being careful to give all the information called for on the forms. Direct sacks are to be made for any individual or firm receiving a sufficient number of parcels daily, and, when this is not done, appropriate explanation should be made under "Remarks" on Form 3998-A. The results of the inspections will be tabulated on Form 3998-E or Form 3998-F.

(c) Under ordinary conditions parcel-post carriers should be able to deliver from 150 to 225 parcels daily in residential districts, and from 225 to 350 daily in business sections, on an 8-hour basis. Where less than the minimum numbers indicated are being delivered daily within 8 hours, or a proportionate number within a shorter period, the inspection should disclose definitely whether this is due to the fault of the carrier or is due to and justified by the character of parcels delivered, traffic conditions, or distances between stops.

(d) At the larger offices where many parcels are received for delivery in a large office building, arrangements should be made, if possible, to obtain without cost a room in such building for safekeeping of parcels while deliveries are being made. By this method, a carrier will be kept fully employed in making deliveries of parcels in a building or buildings after the parcels have been taken thereto by a "drop" truck. This is most desirable in cities where traffic conditions are such that it is not practicable to park a vehicle in the business district for the time required to make deliveries of parcels in large office buildings.

(e) Immediately after the routes are inspected, careful consideration must be given to any necessary adjustments in accordance, insofar as applicable, with the instructions hereinbefore outlined under the heading "Route Adjustments," for the purpose of equalizing the work and eliminating undertime.

Carfare

131. (a) Carfare for carriers should be used only when the distance from the post office to the beginning of a route or the distance from the end of a route to the post office is in excess of one-half mile. If the distance is less than one-half mile, the carrier should be required to walk. He should be required to walk to the office after completing any trip if he has sufficient undertime which cannot be used to advantage, when the distance is not more than one mile, and a saving in carfare can be effected. All unused carfares

should be turned in by the carrier at the end of each day.

(b) Where streetcar travel is necessary, the postmaster should obtain streetcar transportation at the lowest rate possible. Allowances granted for streetcar transportation for city letter carriers must not be used for any other purpose. Where annual allowances for carfare for city letter carriers are authorized, such allowances will be automatically renewed at the beginning of each fiscal year and will continue in effect until canceled or amended.

(c) When a carrier, either regular or substitute, reports by direction of his supervisory officer to the main office or any station or branch thereof and is subsequently sent to some other unit, he will be allowed official time and, if necessary, carfare in traveling thereto.

(d) The allowance for streetcar fare and bicycle hire is primarily for the purpose of providing transportation of city letter carriers to and from their routes. Generally regular public conveyances, taxicabs under contract, Government-owned vehicles or vehicles under contract for carrying the mails will be utilized for such purposes. Where conditions warrant and the postmaster has received an allowance for carfare and bicycle hire, the postmaster may authorize carriers to use their privately owned vehicle for transportation to and from their routes and may pay them not to exceed the regular streetcar or bus fare.

Relays

132. (a) When the weight for any trip is in excess of 35 pounds, one or more bundles of the mail will be relayed to storage or package boxes suitably located on the route. Relays may be made when the total weight for a trip is less than 35 pounds when, in the opinion of the supervisors, it is deemed advisable and advantageous to do so owing to the character of the route, some peculiar condition thereon, and the volume of mail is sufficient to warrant, provided that such relays can be made without additional expense or travel.

(b) When relays are made, all classes of mail except registers, customs due and c. o. d.'s, should be relayed for that portion of the route beyond the storage or package box to which the relay is made.

(c) Relay service will be performed insofar as possible by utilizing interstation service and the equipment and services of mounted carriers, parcel-post carriers, collectors, and rural carriers, provided the mileage of rural carriers is not increased thereby. If none of this service is available, relays may be made by substitute carriers. At the smaller offices where trucks are not provided, foot carriers having over 35 pounds on any trip may divide the mail and return to the office for the second load.

Compensatory Time

133. (a) The granting of compensatory time to 1-trip carriers should not present any problem when an office has five or more regular carriers working eight hours Monday through Saturday, as a utility carrier should be assigned to cover each group of five carriers. If regular utility carriers are not available, substitutes should be used in this manner.

(b) In any plan considered or used to cover compensatory time absences of carriers, every effort must be made to maintain the usual carrier delivery schedules, curtailment of services should be avoided, and cost of operation must be carefully considered. In granting compensatory time, the use of utility and substitute carrier hours in excess of the compensatory time granted should be reduced to the minimum.

(c) In granting compensatory time to business carriers making two or three trips Monday through Friday, it will also be possible to group the carriers and use utility carriers in view of the law permitting compensatory time to be accumulated.

(d) Tests made at various offices disclosed that in replacing carriers absent on compensatory time, the best results are obtained when the same substitute is assigned to the same group of routes each week insofar as practicable.

(e) It is essential to the success of any compensatory plan used that the time made by carriers on Saturdays be not excessive, and out of proportion to that used on other days of the week. If the routes are properly arranged, ordinarily no more time should be used to make the Saturday delivery than on other days. Postmasters and other supervisors involved should give the matter of Saturday service their most careful attention and supervision, and in cases where the carriers are consuming excessive time on that day special Saturday inspections should be made to ascertain the exact conditions and appropriate action to be taken.

(f) Utility carriers are regular carriers who should be definitely assigned to serve routes incident to granting compensatory time to regular carriers assigned thereto, and they should not be used to cover other absences if utility work is available. They are, however, entitled to permanent assignment to regular routes in accordance with seniority rules. Each utility carrier should be assigned to serve a designated group of routes incident to granting compensatory time.

(g) The efficiency of any plan for granting compensatory time to carriers depends largely on the extent to which the utility and substitute carriers become experienced in routing and delivering mail on routes to

which they are assigned on compensatory days.

Efficiency Appraisal

134. (a) Accurate efficiency records of all carriers must be maintained in accordance with instructions, such records to be based primarily on the route inspections.

(b) All carriers who fail to meet the maximum office-time allowances (except those exempt by reason of age or years of service) shall be informed of their delinquencies and assisted in perfecting themselves in the routing of their mail and performance of their office work.

(c) If, after a reasonable period, a carrier not exempt by reason of age or years of service shows no marked progress toward the attainment of the office-time allowance requirements, his case should be handled in accordance with the provisions of the Efficiency Appraisal System.

(d) When reduction in salary is contemplated, charges in writing must be preferred in accordance with the provisions of chapter II, articles 67 to 79.

(e) Particular attention should be given to any differences shown on Forms 3998, 3998-B, and 3998-A between the route time on day of inspection and on corresponding days of 6 preceding weeks. These differences should be carefully analyzed and if it appears carriers are guilty of loitering on their routes or otherwise expanding their route time, proper investigation should be made and appropriate action taken.

Special-Delivery Service

135. Postmasters and all supervisors whose assignments include any supervision of the special-delivery service must thoroughly familiarize themselves with the instructions contained in articles 252 to 291 of this chapter.

Reports to the Department

136. Postmasters shall submit the following reports for each fiscal year as soon as possible after the count and upon the completion of the route inspections and adjustments:

(a) Offices having receipts of \$600,000 or more shall submit only a report on Form 1810, Report of Inspections of City and Village Carrier Routes. Separate reports shall be submitted for each delivery unit.

(b) At other first-class offices the following reports shall be submitted:

Form 3998-C or 3998-D, Tabulation of Route Inspections.

Form 3998-E or 3998-F, Tabulation of Parcel-Post Route Inspections.

Form 3998-G or 3998-H, Tabulation of Collection Route Inspections.

Form 1817 or 1818, City Delivery Service Statistical Data.

Form 1817-A or 1818-A, City Delivery Service Statistical Data (Parcel-Post Delivery.)

Form 1817-B or 1818-B, City Delivery Statistical Data (Collection Routes).

Form 1810, Report of Inspections of City and Village Carrier Routes.

(c) Second- and third-class offices having city or village delivery service shall submit reports on:

Form 1840 for each carrier's route.

Form 3998 for each carrier's route.

137. City Delivery Service Forms

1507..... Circular Letter Requesting Patrons To Provide Mail Receptacles.

1571..... Slip—Carrier's Daily Report of Undelivered Mail in His Case.

1597..... Special Delivery Tally Sheet.

1810..... Report of Inspections of City Carrier Routes.

1810-A .. Report of Check of Special Delivery Service.

1813..... Daily Report—First Carrier Delivery Trip.

1813-A .. Report of City Carrier Leaving More Than 10 Minutes Late on the First Trip.

1817..... City Delivery Service Statistical Data. (For reports of 28 carriers or less.)

1817-A .. City Delivery Service Statistical Data. (Parcel-Post Carriers.) (For reports of 18 carriers or less.)

1817-B .. City Delivery Service Statistical Data. (Collection Service.) (For reports of 18 carriers or less.)

1818..... City Delivery Service Statistical Data. (For reports of more than 28 carriers.)

1818-A .. City Delivery Service Statistical Data. (Parcel-Post Carriers.) (For reports of more than 18 carriers.)

1818-B .. City Delivery Service Statistical Data. (Collection Service.) (For reports of more than 18 carriers.)

1838..... Memorandum—Count of Mail, City and Village Delivery Service.

1838-A .. Memorandum—Count of Mail, Parcel-Post Delivery Service.

1838-B .. Memorandum — Weights of Mail, Collection Service.

1839..... Weights of Foot Carriers' Mail, City and Village Delivery Service.

1840..... Memorandum of City and Village Carriers' Work Performed for Five Full Consecutive Days.

1840-A .. Memorandum of Special Delivery Messengers' Work.

- 1840-B... Memorandum of Collectors' Work for Five Full Consecutive Days.
- 1840-C.. Memorandum of Parcel-Post Carriers' Work for Five Full Consecutive Days.
- 3951..... Special Delivery Receipt Record.
- 3982..... Card—Change of Address.
- 3995..... Carrier's Delivery Route and Schedule.
- 3995-A.. Parcel-Post Delivery Route and Schedule.
- 3996..... Collector's Route and Schedule.
- 3998..... Report of Inspection of Carrier's Route.
- 3998-A.. Report of Inspection of Parcel Post Carrier's Route.
- 3998-B.. Report of Inspection of Collection Route.
- 3998-C.. Tabulations of Route Inspections, City Delivery Service. (For reports of 18 carriers or less.)
- 3998-D.. Tabulations of Route Inspections, City Delivery Service. (For reports of more than 18 carriers.)
- 3998-E.. Tabulations of Route Inspections, Parcel Post Service. (For reports of 18 carriers or less.)
- 3998-F.. Tabulations of Route Inspections, Parcel Post Service. (For reports of more than 18 carriers.)
- 3998-G.. Tabulations of Route Inspections, Collection Service. (For reports of 18 carriers or less.)
- 3998-H.. Tabulations of Route Inspections, Collection Service. (For reports of more than 18 carriers.)
- 3999..... Memorandum of Inspection of City Carrier's Route.
- 3999-A.. Memorandum of Inspection of Parcel Post Route.
- 3999-B.. Memorandum of Inspection of Collection Route.

VILLAGE DELIVERY SERVICE

138. The administration and operation of the village delivery service is governed by the instructions relating to city delivery service so far as they are applicable.

Establishment

139. Village delivery service may be established under such regulations as the Postmaster General may prescribe, in towns and villages having post offices of the third class that are not by law entitled to city delivery service.

Hours of Service

140. Regular village delivery carriers

ordinarily should not be required to work more than 8 hours a day, and their routes should be laid out and schedules arranged to provide full 8 hours' service on normal days.

Where two or more regular carriers are employed, their routes should be adjusted so as to equalize the work as nearly as possible. For this purpose, or to improve the service, postmasters may make adjustments within the authorized delivery limits.

Recording Time of Carriers

141. The time of reporting, leaving, returning, and ending for each trip must be accurately recorded by the regular carriers on time card Form 3900, and by the substitutes on card Form 3901. The entries on these cards must be made at the beginning and ending of each trip and not be deferred until the close of the day.

Delivery

142. Village carriers shall deliver all mail addressed to patrons, if practicable. Patrons shall be notified to call at the post office for packages too large to be handled by village carriers, which cannot be delivered by a rural carrier without deviating from his route.

RURAL DELIVERY SERVICE

Who May Be Served

143. All persons, except those who reside within the city or village delivery limits of cities or villages where delivery service is in operation, may be served by rural carriers, provided they erect approved boxes on the established line of the routes in the manner prescribed in article 148 of this chapter.

Patrons' Boxes

144. Persons wishing to become patrons of rural routes shall provide and erect, at their own expense, standard boxes of either the No. 1 or the No. 2 size, the manufacture of which has been approved by the Department. See Postal Guide, Part I, for list of authorized manufacturers.

145. *Dimensions.*—The box of the No. 1 size is 18½ inches long, 6¼ inches wide, and 7½ inches high.

The box of the No. 2 size is 23¾ inches long, 11 inches wide, and 13¾ inches high.

146. *Use and transfer.*—A box which has been approved for use in the rural delivery service, although it may not be a No. 1 or a No. 2 size, may be transferred by the owner to another route when he moves, or it may be continued in use at the old location by a person moving into the place occupied by the former owner of the box; but a box which is not a standard box of No. 1 or No. 2 size, or which has not been approved

by the Department, obtained by one patron from another, may not be erected and used by the new owner at a different location.

147. Inscription on boxes.—The owner shall place his name in neat black letters about 1 inch high on the side of the box that is visible to the carrier as he approaches it, or on the door of the box where two or more boxes are grouped together. Also, where boxes are grouped or where more than one person or family of different names receive mail through a box it would be desirable to place the names on the inside of the door visible to the carrier when the door is open.

The display of advertising matter on rural mail boxes or on the posts, stands, or other supports holding such boxes is prohibited.

148. Location.—Boxes maintained by patrons of rural routes shall be so placed that they may be conveniently served by carriers without leaving their conveyances. Boxes shall be located on the right-hand side of the road in the direction of travel of the carrier in all cases where driving to the left side of the road in order to reach the boxes would be dangerous because of traffic conditions or would violate traffic laws and regulations. On new rural routes all boxes shall be located on the right-hand side of the road in the direction of travel of the carrier. Rural carriers have no special rights or privileges in the use of roads but are subject to the traffic laws and regulations. The boxes must be placed to conform with the laws of the State and the highway regulations and where they will be accessible to the carriers as required by the Department.

Postmasters shall give special attention to the location of rural mail boxes along hard-surfaced roads or those on which the traffic is heavy. In the event of the failure of patrons to change the location of their boxes when called upon to do so where such change is necessary, a full report of the facts shall be submitted to the Bureau of Post Office Operations, Division of Rural Service, such report to include the names of the patrons and the routes by which they are served.

Patrons shall, as far as practicable, keep the approaches to their boxes clear by promptly removing obstructions, including snow, which may render the delivery of mail by the carrier difficult or impossible.

149. Type of supports.—The posts or other supports upon which rural mail boxes are erected shall be of neat design and may be of wood, metal, or concrete of suitable strength and dimensions. They may be either round or square, plain or ornamental, and with or without fixed or movable arms. Supports shall not be in the form of effigies or in forms intended to represent figures or mechanical objects of any kind.

150. Newspaper Receptacles.—A receptacle may be placed by the patron above the rural mail box at sufficient height not to obstruct the view of the flag, below the rural mail box, or on the post or support of the rural mail box for the receipt of newspapers. The receptacle should be placed in such a manner that it will not interfere with the delivery of mail nor create a hazard for the rural carrier. The receptacle must not be restricted to any particular newspaper and should not contain any advertising matter.

151. Painting.—While it is not required that mail boxes and their supports be painted, it is the desire of the Department that they be painted white. However, on the boxes it is permissible to use aluminum instead of white paint, and on the posts or supports the same color scheme shall be used as that used for guard rails on the highway along which the boxes are located.

152. Grouping of boxes.—Postmasters and carriers shall endeavor, without incurring expense to the Department, to secure the cooperation of patrons of rural routes with a view to effecting the grouping of boxes wherever possible, especially at or near crossroads or at other places on the routes where a considerable number of boxes are located. A simple and practicable support consists of a board erected on posts firmly planted, such shelf upon which the boxes are placed to be about 3½ or 4 feet high.

153. Insecure or badly located boxes.—Rural carriers shall make report to the postmaster of any boxes erected which do not conform to the requirements in type, condition, location, or inscription. The postmaster shall send to the owners of these boxes Form 4056 (notice to patron of irregularity in rural mail box), requesting that the irregularities or defects be remedied. If after a reasonable time the patron fails to comply with the requirements, the postmaster shall make report thereof to the Bureau of Post Office Operations, Division of Rural Service, giving the name of the patron and a statement as to what is required in connection with the box. The same action shall be taken when postmasters note during the annual inspection boxes which do not conform to the requirements.

Service shall not be withdrawn from any box owner without specific authority from the Bureau of Post Office Operations, Division of Rural Service.

154. Joint use of boxes.—More than one family, but not more than five families, may use the same box, provided written notice of agreement signed by the respective heads of families or individuals desiring to join in the use of such box is filed with the postmaster.

155. To be used for mail only.—Mail boxes erected on rural routes shall be used exclusively for mail, and any mailable mat-

ter such as circulars, sale bills, or other like matter deposited therein shall be treated in accordance with the rules governing the mails, including proper addressing and payment of postage at the regular rate.

When a rural carrier finds deposited in a box mailable matter on which postage has not been paid, addressed to or intended for the person in whose box it is deposited, the carrier shall take such matter to the delivery office to be held for postage.

156. Locks.—The use of locks on boxes is not required, but is considered advisable as a measure of protection. If patrons provide locks, carriers shall accept and use keys therefor when serving them. To facilitate the carrier's work, patrons should, as far as practicable, adopt locks for each route of such pattern that a master key for the boxes may be provided the carrier.

Master keys to locks on rural mail boxes intended for carriers' use shall be delivered only to the postmaster, who shall assign them to carriers. Carriers shall protect from misuse, loss, or destruction master and other keys to patrons' boxes. The loss of a key by a rural carrier shall be reported promptly to the postmaster, who shall require the carrier to replace the key at his own expense.

157. Assignment of box numbers.—The mail boxes on a rural route shall have numbers assigned to them, beginning with No. 1 for the first box reached by the carrier after leaving the office, and continuing with consecutive numbers for the succeeding boxes in the order reached by the carrier in traveling over the route in accordance with the official description thereof.

A box served by more than one route shall be given a number in the regular order for each route.

The box numbers so assigned shall be entered in the carrier's roster of patrons but shall not be inscribed upon the boxes.

158. Numbering of new boxes on established routes.—New boxes erected between those already numbered shall be given any regular numbers which may have been vacated and would appear in proper sequence. Otherwise, new boxes shall be designated in the following manner: Those between the carrier's starting point and box No. 1 as A, B, C, etc.; those between Nos. 1 and 2 as 1-A, 1-B, etc.

159. Numbering of boxes on new routes.—Box numbers shall not be assigned until the expiration of 2 months from the date of installation of new service. If by that time 75 percent of the heads of families residing on the route have not erected boxes, the postmaster shall report that fact to the Bureau of Post Office Operations, Division of Rural Service, stating how many boxes have been erected.

160. Notification to patrons of assignment of numbers.—When the assignment of box

numbers on a route is completed, the postmaster shall furnish each box owner with the official number of his box and request that he advise his correspondents to include in his address the number of the rural route and his box number.

161. Acting as agents for boxes forbidden.—Officials and employees of the Post Office Department and Postal Service shall not act as agents for manufacturers of rural mail boxes and shall not be interested directly or indirectly in the manufacture or sale of rural mail boxes. A postmaster may, however, without compensation or profit to himself, order an approved box at the request of a patron or prospective patron.

162. Damage to or depredation upon boxes.—Cases of depredations on or interference with United States collection boxes or their contents or with rural mail boxes or their contents shall be promptly reported by the postmaster to the post office inspector in charge of the division in which such depredation occurs.

When a United States collection box becomes broken or is in bad condition the carrier on the route shall notify the postmaster who shall report the facts to the Bureau of Facilities, Division of Equipment and Supplies. If the lock is out of order or the key broken, report thereof shall be made to the Bureau of Facilities, Division of Mail Equipment Shops.

Supervision of Rural Delivery Service

163. Postmasters at offices where rural delivery service is in operation shall familiarize themselves with the regulations, rules, orders, and instructions governing rural delivery, shall instruct the carriers and inform others concerning it, and shall supervise generally the rural service at their offices.

They shall permit carriers to have access to the Postal Laws and Regulations, the Official Postal Guide, and the Post Office Manual.

Postmasters shall supervise the work of the carriers and see that they perform their duties in an efficient manner, and shall keep themselves informed as to the condition of the routes attached to their offices and the business transacted on them. They shall make prompt report of any dereliction on the part of the carriers such as dishonesty, immorality, or intoxication; any irregularity in the transaction of money order, insurance, c. o. d., or registry business, continued failure, without excuse, to serve their routes completely, unsatisfactory service, persistent insubordination and disregard of postmaster's orders; or other conduct detrimental to the best interests of the service, and shall await specific instructions before taking other action in the matter.

164. Report of changes of travel of carriers.—Postmasters shall make prompt report to the Department of any permanent changes of travel by rural carriers from the lines of their routes as officially described, due to changes in roads by State or local authorities or for other reasons; and should make recommendation for withdrawal of service from retraces or other portions of routes not regularly traveled, or on which the number of families served and the amount of mail delivered and collected do not warrant continuance of service. They should make suggestions for extension of routes to serve families not having easy access to facilities or to serve patrons more conveniently when in their opinion the number of families, the distance they reside from rural or star routes or post offices, and the condition of the roads to be covered warrant such extensions.

165. Inspection of rural routes.—Postmasters, their assistants, or other competent employees shall make a trip of inspection over the rural routes each year in the month of May. The inspections shall be made without expense to the Department. Report of each inspection shall be prepared in duplicate on Form 4248, the original to be submitted promptly to the Bureau of Post Office Operations, Division of Rural Service, and the copy filed in the post office.

166. Examination of roster of patrons.—Postmasters shall make a quarterly examination of each rural carrier's roster of patrons and ascertain its correctness.

167. Separation of mails.—The mail for each rural route shall be separated by the postmaster or his assistants at the delivery office and handed to the carrier for delivery.

Postmasters shall not, without specific authority from the Department, allow rural carriers to handle or have access to mail other than that of patrons of their routes. They shall obtain permission from the Department to allow rural carriers to assist in the separation of second-, third-, and fourth-class matter when such action is necessary to enable the carriers to maintain prescribed schedules and a change therein is impracticable.

168. Space for carriers.—Sufficient space shall be provided for the rural carriers in some part of the post office not accessible to the public to enable them to perform their office work properly. Carriers shall have access to this portion of the office only for such time as is required to route their mail and to make necessary records and reports before and after serving their routes.

169. Reports of obstructions to rural service.—In cases of impassable roads, bad condition of roads, unsafe bridges, dangerous fords, or other obstructions to service on rural routes, the postmaster shall notify the patrons affected and shall also notify the road supervisors or officials in charge of

such matters and request that the necessary repairs be made, using for such notification Form 4024 and 4024-A. If the repairs are not made within a short time, the postmaster shall report the facts to the Bureau of Post Office Operations, Division of Rural Service, with recommendation for amendment of the route by withdrawing it from impassable or unsuitable roads. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by rural delivery service.

Duties of Rural Carriers

170. The official duties of rural carriers shall be the delivery into and collection from boxes on their routes of mail of all classes; serving of post offices with mail whenever such service is authorized; sale of stamp supplies; receiving and receipting for matter presented for registration; delivery of registered, insured and c. o. d. matter; handling of registered matter in transit over their routes; taking of applications for money orders and the money therefor; acceptance of parcels for insurance; acceptance of c. o. d. parcels; forwarding of mail addressed to their patrons and the mark-up of mail of former patrons whose addresses have been changed to other routes; erection of United States collection boxes; and performance of such other duties as may be required of them by the Department.

The services of rural carriers may be utilized by postmasters at offices having city or village delivery service to deliver fourth-class mail addressed to patrons of either of these services and to relay bundles of mail to be deposited in collection boxes or other suitable places for subsequent delivery by city or village carriers. However, they shall not be required to take such in quantities exceeding the reasonable capacity of their conveyances after providing for the mails for the rural routes, nor make any additional trips or travel, nor leave their conveyances out of their sight or at a greater distance than 50 yards in order to perform this work.

Every rural carrier shall procure the name of each patron on his route, using for that purpose the "Patron's name and address slip," and shall enter the names in alphabetical order in the roster book with the box number opposite each name.

Miscellaneous Rules of Service

171. Carrying passengers forbidden.—Rural carriers while on duty shall not carry unauthorized persons in their vehicles, but post office inspectors and other agents of the Department may, on presentation of proper credentials, accompany them on their regular trips.

172. Circulation of petitions.—Rural car-

riers shall not circulate or encourage the circulation of petitions for changes in the service, or for appointment or removal of postmasters.

173. Service required.—Postmasters at delivery offices shall not permit suspension or interruption of service on rural delivery routes because of the absence of regular carriers or substitutes, but in such emergency shall employ a suitable person to perform service temporarily.

174. Deviations from established routes.—
(a) Rural carriers shall serve their routes as ordered by the Department and as officially described, except in cases of emergency, when they shall make such deviations and use such roads as may be available and will enable them to serve the greatest possible number of their patrons. When the deviations involve but slight additional travel and are likely to be of short duration, reports thereof to the Department are not necessary. If the changes from the established route are of considerable extent, prompt and full report shall be made to the Bureau of Post Office Operations, Division of Rural Service. Correct copies of rural maps and official descriptions of routes shall be kept on file in the post office.

(b) It is not the practice of the Department to grant allowances to rural carriers to cover increased maintenance costs due to extra travel to serve patrons residing along roads which are rendered impassable by snow. If excessive detours are necessary in order to effect delivery of mail to such patrons, they should relocate their mail boxes temporarily, receive their mail through other patrons' boxes, or make some other arrangement for receiving their mail until the roads can be traveled.

(c) Where weeds along a highway might cause the drifting of snow, postmasters should recommend the removal of the weeds before the beginning of the snow season. At the approach of the winter season, postmasters should inform patrons that they are expected to see that roads are put in such condition after heavy snows that it will be possible for rural carriers to travel them. Patrons should be advised to take the matter up with the highway officials with a view to having arrangements made, wherever practicable, to keep roads open for travel.

(d) Postmasters should remind patrons that they are required to keep clear the approaches to their mail boxes by promptly removing obstructions, including snow, which render it difficult or impossible for the carrier to deliver mail to the boxes without alighting from his vehicle. They should be informed that unless the approaches are cleared within a reasonable time after heavy snowfalls, the delivery by

carrier may be withheld temporarily until the approaches have been cleared.

(e) Carriers are not required to perform service on foot when roads cannot be traveled with the conveyances ordinarily used by them, but, they are expected to make every reasonable effort to serve as many of their patrons as possible. They should, by employing other available means, endeavor to render as nearly complete service as is possible without undue physical exertion or excessive financial expenditure.

175. Service on roads traveled by more than one carrier.—A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron, each carrier passing the box shall deliver mail into it and collect therefrom any mail which he can expedite in dispatch or delivery, provided the box is on the right-hand side of the road as traveled by the carrier.

176. Service on triweekly routes.—When, owing to climatic or other conditions which cannot be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the Department, he shall, if conditions permit, be required to perform service on the next working day.

177. Service performed on horseback.—Postmasters may permit carriers to perform service on horseback when roads are temporarily impassable for vehicles. In such cases the mail shall be completely protected from loss or damage.

178. Partial service.—When a carrier is temporarily prevented from traveling over his route as officially described, he shall, if necessary to serve some of his patrons, reverse the order of travel; and shall, in case of any obstruction to travel over this regular route, use any available roads in order to serve his patrons.

179. When to report for duty.—Rural carriers shall report at the post offices to which they are attached not less than 30 minutes before the scheduled hour of departure to serve their routes, or as much earlier as may be necessary to enable them to assort their mail for delivery. They shall have their conveyances at the post office by the starting time, and shall return with their collections before going to their homes.

Rural carriers shall report at the offices for duty in accordance with schedule without regard to the condition of the weather, and shall make every effort to perform full service.

180. Rate of travel.—Rural carriers shall cover their routes expeditiously, but so regulate the rate of travel that the respective boxes will be reached at about the same hour each day.

181. Deviation from schedule.—In case of

emergency a temporary deviation from the schedule may be permitted, but no permanent change in a carrier's schedule shall be made except by direction of the Department.

182. Change in schedule.—When a change of schedule is advisable by reason of change in the time in arrival or departure of mails or for any other reason, the postmaster shall notify the Bureau of Post Office Operations, Division of Rural Service, accordingly and submit a new schedule.

183. Delay in departure.—Postmasters shall require carriers to delay departure for service on their routes 1 hour when advisable on account of delay of incoming mails at the post office, provided such delay in departure will not prevent the complete performance of service on the route or the regular dispatch of mails collected by the carrier.

184. Stop for dinner.—While serving their routes, carriers may stop not to exceed 30 minutes for dinner. During such interval the carrier shall retain personal custody of the mail and equipment.

185. Trip report.—The exact time a rural carrier reports at the office, leaves to serve his route, returns at completion of the trip, and leaves the office after completing his duties shall be reported daily by him on Form 4240. In case of partial failure the carrier shall note in his report the cause of his failure to complete the trip, the number of miles traveled, and the number of miles of route served. The entries shall be made at the beginning and ending of each trip. The carrier is not permitted to take the report away from the post office, and at the end of each month he shall complete the report promptly. The postmaster shall then certify as to its correctness and file it in the office.

186. Statistical reports.—During the first 15 days in the month of May of each year a count shall be kept and record made on Form 4240, in duplicate, of the number of pieces of mail delivered and collected daily on every rural route; also of the number of applications for money orders received, of the value of stamps (including permit matter) on mail collected by the carrier, and of the value of the stamps and other stamped paper sold by the carrier. One copy of the report shall be forwarded promptly to the Bureau of Post Office Operations, Division of Rural Service, and the other retained in the files of the post office.

187. Loop routes.—Rural carriers who serve "loop routes" shall report to the postmasters at offices to which they are attached at stated intervals for instructions and to have their accounts of stamps and other postal supplies checked. Postmasters shall exercise as close supervision as practicable over the service, and shall keep themselves advised as far as possible through inquiry

of patrons and otherwise as to the character of service rendered by carriers.

188. Soliciting of patronage forbidden.—Rural carriers shall not either in person or through others, directly or indirectly or by any method whatever, cooperate with or assist publishers or others in securing the patronage of the public, nor furnish directly or through others the names and addresses of patrons of the service, with or without compensation, to any individual or company except to officers of the Post Office Department who are entitled to them.

189. Business in which carriers shall not engage.—Rural carrier shall not engage in any business while on or off duty that will interfere with their official duties nor in which their employment in the postal service will give them an advantage over others not in the service engaged in a similar business or vocation and shall not engage in any business involving soliciting or canvassing.

190. Express business.—Rural carriers are permitted to carry outside of the mails for and upon request of patrons of their routes articles and packages of merchandise which are unmailable, provided there is no delay or interference with the regular mail service; but intoxicating liquors, explosives, or any articles emitting a bad odor shall not in any circumstances be carried by them while on duty.

191. Mailable matter not to be carried outside mails.—Rural carriers while on duty shall not carry any package of mailable matter the weight of which is within the limit prescribed for admission to the mails (except franked and other matter entitled to free transportation) unless postage shall have been paid thereon at regular rates. Admissible matter shall be properly prepared for mailing and carried only in the mails.

192. Packages rendered unmailable by addition of extraneous matter.—Rural carriers while on duty shall not convey outside the mails any package which has been rendered unmailable by the addition of extraneous matter, nor any package containing articles or parcels to be delivered by the carrier to different persons.

193. Receipt and delivery of matter carried outside mails.—Articles and packages which patrons desire conveyed outside the mails shall be delivered to the carrier in person. Carriers shall not leave their routes while on duty to receive or deliver such matter.

194. Fees for carrying matter outside mails.—Any fees charged by the carriers for transporting and delivering matter outside the mails shall be paid by the patrons to whom such matter is delivered. Carriers shall not receive compensation from merchants for such service.

195. Passage of carriers not to be obstructed.—The passage of a carrier on a

rural route shall not be obstructed, but rural carriers are not entitled to privileges on public highways not possessed by private individuals.

Vehicular Equipment

196. Rural carriers shall furnish all necessary vehicle equipment for prompt handling of the mail and other postal business on their routes.

The conveyances provided by rural carriers shall be so constructed and maintained as to accommodate the mail and thoroughly protect it from damage or loss. Automobiles shall be of sufficient capacity to enable the carriers to handle the business on their routes properly.

197. Advertisements on equipment.—Rural carriers shall not display advertising matter of any character upon their equipment.

General Equipment

198. Requisitions for.—General equipment for rural delivery service, such as carriers' furniture, satchels, straps, record books, vouchers, report and other official blanks, etc., when not otherwise provided, is furnished by the Department upon requisitions of postmasters.

199. Equipment furnished to carriers.—Postmasters shall see that the rural carriers attached to their offices are constantly supplied with and regularly take over their routes all necessary service books and blanks and every article of equipment required in the performance of their official duties.

200. Care of equipment.—All satchels, straps, record books, official blanks, etc., furnished by the Department for carriers' use shall be carefully preserved and always deposited in the post offices or rural stations when carriers are off duty, except in cases of extreme emergency.

201. Reports on equipment.—When carriers' satchels or other articles of equipment are in bad condition the facts shall be reported promptly to the Bureau of Facilities, Division of Equipment and Supplies. Satchels shall not be repaired by carriers.

202. Return of equipment.—When a rural carrier leaves the service he shall satisfactorily account for and return to the postmaster or some duly authorized person every article of official equipment in his possession, including all master keys and keys to patrons' boxes.

203. Expenditures for equipment.—Postmasters shall not make expenditures on account of the rural service for the purchase or repair of service equipment, or for any other purpose, without specific authorization from the Department.

Postal Funds, Stamps, and Stamped Paper

204. Rural carriers when on duty shall carry for sale a fixed credit stock of postage stamps, postal cards, and stamped envelopes

to the value of \$3 or more sufficient to meet the demands of purchasers, for which the postmaster shall obtain receipt on Form 3367-B.

The amount advanced by the postmaster shall be kept intact, and the stock of each carrier shall be replenished each workday by purchase from the postmaster from the proceeds of the sales of the day. The excess from sales of stamped envelopes accruing each day shall be turned over to the postmaster at the end of each trip to be charged to his accounts.

Carriers shall not accept checks in payment for postal supplies purchased from them.

205. Accounting for and disposition of funds.—Rural carriers shall account for and pay over promptly to the proper officials each schedule day all funds belonging to the United States which may come into their possession, and make proper disposition of any money entrusted to them as agents of the Post Office Department.

Delivery of Mail

206. Postmasters shall deliver newspapers to patrons of rural delivery routes who call therefor at the offices when they are open for business on Sundays and holidays, and shall deliver mail of any class to rural patrons who call for it during business hours on ordinary weekdays at times when such delivery will not interfere with the business of the office or delay the rural carriers in departing to serve their routes.

207. Routing mail.—Before starting from the office, rural carriers shall route their mail in the order in which it is to be delivered, placing together so far as practicable the entire mail for each box in order that prompt and accurate delivery may be effected.

208. Care of mail.—Rural carriers shall be held strictly accountable for the care and proper delivery or dispatch of mail entrusted to them. They shall not carry mail in the pockets of their clothing, throw it into yards, or leave it where it is likely to be lost. Mail shall not be exhibited to others than the addressees.

209. Parcel post.—All ordinary parcel post packages for patrons of rural routes shall be carried out on the routes on the first trip after their receipt at the post office. A parcel that is too large to be placed in the box of the addressee shall not be left outside of the box unless the patron has directed, by written request filed in the post office, that parcels be delivered in this manner, with the express provision that the Department and the carrier are relieved of all responsibility in case of loss or depredation. When a patron lives within hailing distance of the route the carrier shall make reasonable effort to hail him and have him meet the carrier to receive parcels too large

to be placed entirely within the mail box. If delivery is not effected in this manner and a written request for delivery outside of the box has not been filed with the postmaster by the patron, a notice on Form 4233 shall be left in the box requesting that the patron indicate thereon the day on which he will meet the carrier to receive the parcel.

210. Fees for delivery.—Rural carriers shall not request or receive from patrons fees for the delivery or collection of mail, and shall not require the payment of postage on mail in excess of that prescribed by law.

211. Mail addressed to box and route number.—Mail other than registered, insured, and c. o. d. for delivery by rural carriers which is addressed merely to the box and route number may be delivered to the owner of the box as long as no improper or unlawful business is conducted in this manner. Matter which is unaddressed shall be treated as undeliverable.

212. Mail returnable to box numbers.—First-class matter mailed by a patron and returned on account of failure of delivery shall be placed in the box of the sender if the name of the post office and the route and box numbers are given on the return card, regardless of the absence of the sender's name.

213. Delivery of special delivery mail.—Special delivery mail shall be delivered to the addressee or to someone authorized to receive his mail. (See article 273 of this chapter.)

214. Delivery of insured and c. o. d. mail.—Insured and c. o. d. mail shall be delivered in accordance with the instructions in chapter XII, articles 99 to 123.

215. Delivery to addressees or authorized persons.—Ordinary mail shall be delivered only into boxes of patrons to whom it is addressed or into those of persons duly authorized to receive it. Carriers may deliver such mail directly to patrons whom they meet, provided their identity is known and carriers are not thereby unduly delayed.

216. Service where contagious disease prevails.—A rural carrier shall deliver mail into the box of a patron in whose family a contagious disease exists when this can be done without exposure to contagion. He shall be governed by the provisions of chapter VI, article 14, in the collection of mail from such boxes.

217. Postage-due mail.—When mail matter on which the required postage has not been fully paid is received at a delivery office, addressed to a patron of a rural route, the postmasters shall affix the necessary postage-due stamps thereon and hand the mail to the carrier for delivery on collection of the amount due. If the deficient postage cannot be collected by the carrier without leaving his route, he shall fill in a

notification card (Form 4233), deposit it in the addressee's box and return the unpaid or partly paid matter to the post office to be held until the amount of postage due is paid or directions received from the addressee as to the disposition of such mail.

218. Diversion of mail in transit.—Postmasters and rural carriers shall not divert in transit any mail addressed to another post office for the purpose of effecting more expeditious delivery thereof by carrier to the box of the addressee. All mail shall be delivered from the post office to which it is addressed, except as provided in articles 12 to 19 of this chapter.

219. Stops at intermediate offices.—Rural carriers shall stop regularly at intermediate offices for mail addressed to such offices for patrons of the routes. If such patrons reside on the part of the route already traveled by the carrier, the mail shall be left overnight in the delivery office and delivered by the carrier on his next trip. Such action shall not be considered as forwarding mail, and no additional postage shall be required. Carriers shall enter intermediate offices to obtain mail from the postmasters or their assistants, provided it is not necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

Acceptance and Collection of Mail

220. A rural carrier shall accept any mailable matter tendered to him by any person for delivery or dispatch, provided the postage is fully prepaid or money equal to the postage required is furnished, unless it is ascertained that the purpose of thus handing the mail to the carrier for deposit into one office is to "boycott" another office or deprive it of its legitimate revenue. This provision applies also to registry business, the insurance of third- and fourth-class matter, the sale of stamped paper supplies, and to money order business.

221. Use of signals on boxes.—Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch. When the mail is collected from the box the carrier shall lower the signal whether he has deposited mail in the box or not.

Carriers shall not raise the signal on a box at any time.

222. Determination of postage.—When matter is tendered to a rural carrier for mailing, the weight of which or the postage rate for which he is unable to ascertain, he shall collect from the sender an amount sufficient to insure full payment of postage, take the mail to the post office, and affix the necessary postage, returning to the sender on the next trip any excess amount collected.

223. Disposition of collections.—Unless

specifically instructed to deposit the mail at some other point, all mail collected by rural carriers shall be properly faced by them and deposited in the office from which their routes operate, except that mail which can be delivered to the addressee en route.

224. Unstamped matter found in boxes.—*(a) When money for postage is provided.*—When a rural carrier finds unstamped mail in a patron's box and the requisite amount of money for postage, he shall collect the mail and money and affix the necessary stamps.

(b) When money for postage is not provided.—When mailable matter is deposited in a box for dispatch and the required postage has not been paid nor sufficient money left for the purchase of stamps, a rural carrier shall, when the identity of the sender is known, place in the box a notice that such matter cannot be dispatched until the necessary postage is paid. If the identity of the sender is unknown, the matter shall be taken to the post office and treated as "Held for postage."

225. Exchange of mail at collection boxes.—Where the exchange of mail by rural carriers through a United States collection box is authorized, each carrier shall deposit in such box for collection by the carrier on the connecting route, without canceling the stamps, mail collected on his route addressed to patrons of the intersecting route, to intermediate post offices or stations located thereon, or to the delivery office when the delivery or dispatch will be advanced thereby.

226. Hand-to-hand exchange of mails.—When carriers on intersecting rural routes are authorized to make hand-to-hand exchange, each shall deliver to the other all mail which would be advanced thereby in delivery or dispatch.

227. Cancellation of stamps by carriers.—When mail is collected by a carrier en route, or received by one carrier from another, which can in the regular course of service be delivered in the addressee's box by the receiving carrier before his return to the office, he shall cancel the stamps thereon by writing legibly across them the date, the name of the post office, the State, and the number of the route, and deposit the mail in the proper box.

Mail collected or received by a rural carrier on his route, addressed for delivery at a post office other than the one from which his route starts, shall be delivered uncanceled to the office of address if an intermediate post office, or dispatched to the office of address, even though the addressee is a patron of the carrier's route and a more expeditious delivery could be effected by the carrier.

228. Return of mail by carriers.—Mail which has come into the custody of a rural carrier shall not be returned by him

to any person. Application for return of a letter or package shall be referred to the postmaster.

Completion of Work Before Going Off Duty

229. The postmaster or other authorized person shall be on duty upon the return of the carriers from serving their routes on Saturday afternoons, as well as on other service days. Each day immediately after completing their trips, rural carriers shall deliver to the postmaster or other authorized person the undelivered matter, the mail collected by them, and all postal funds and stamped paper supplies, and shall complete their money-order and registry business records and make all required reports before going off duty. Carriers shall note on the face of each piece of mail which they are unable to deliver the reason for nondelivery. Except by specific authority of the Department or in extreme emergency, carriers shall not retain any mail in their possession overnight.

United States Collection Boxes

230. United States collection boxes are supplied by the Department for use in the rural-delivery service to be erected only at points where after investigation it is ascertained that they are necessary for the proper and convenient handling of the mail; such as at junction points of two or more routes, as a means of effecting exchange of mail by carriers, or as a depository for mail for dispatch in communities where there are no post offices. After such boxes have been erected at designated points in accordance with official instructions they shall not be removed except by order of the Bureau of Post Office Operations, Division of Rural Service.

231. Count of mail taken from collection boxes.—Postmasters shall from time to time take count of the amount of mail taken by carriers from United States collection boxes, and if it appears that the maintenance of a box is no longer necessary they shall so report to the Bureau of Post Office Operations, Division of Rural Service.

232. Record of collection boxes.—A record shall be kept in the distributing offices of all United States collection boxes erected on rural-delivery routes, giving the location thereof, and full information concerning exchange through them.

233. Keys to collection boxes.—Keys to United States collection boxes shall be furnished to rural carriers by postmasters at distributing offices. For each key so furnished, the postmaster shall take a separate receipt, on which shall be indicated the number of the key and the date of its delivery to the carrier.

Every carrier having possession of a United States collection box key shall, when on duty, wear it securely attached to his

clothing by the chain. When off duty, the key shall be deposited in the distributing office for safekeeping and shall never be passed over to, or handled or examined by, any person not a sworn employee of the Post Office Department, nor be left where there is danger of losing it or exposing it to theft. These keys shall not be tampered with nor shall any attempt be made to repair or alter them. A violation of this rule or the loss of a key shall be considered sufficient cause for removal of a carrier.

When a carrier loses or breaks a key to a United States collection box the fact shall be reported immediately by the postmaster to the Bureau of Post Office Operations, Division of Rural Service, with a full statement of the circumstances and the number of the key.

Supply of Intermediate Offices

234. Transportation of locked pouches.—Rural carriers shall transport mails between post offices located on their routes whenever the performance of such service is specifically ordered by the Department. They shall also convey, without extra pay, post office blanks, mail bags, locks, keys, postal supplies, and official equipment to and from the intermediate post offices or stations to which they render regular service.

235. Protection of mail.—Mail pouches and their contents shall be carefully protected from injury, depredation, or loss. They shall not at any time be entrusted or delivered to a person who is not a sworn employee of the Post Office Department.

236. Schedules.—Rural carriers who supply post offices shall make special effort to exchange mails at the post offices in accordance with prescribed schedules even though at times adverse conditions of weather or highways prevent them from traveling over their entire routes.

237. Where mail is to be exchanged.—Rural carriers in serving intermediate post offices shall enter the offices to make exchange of mails with the postmasters or their assistants, provided it is not necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

238. Return of undelivered pouch.—When a rural carrier finds it impossible to effect exchange of mail at an intermediate post office, he shall return the pouch to the postmaster at the distributing office with a statement of the reason for such failure, and the postmaster shall promptly report the facts to the Bureau of Post Office Operations, Division of Rural Service.

239. Detention of carriers at intermediate offices.—Postmasters shall not detain carriers at intermediate offices more than 10 minutes to effect the exchange of mails

except by express authority of the Department.

240. Report of irregularities.—Postmasters at offices supplied by rural routes shall make report to the Bureau of Post Office Operations, Division of Rural Service, of all cases of abandonment or interruption of service or continued irregularity in time of arrival of the carrier; when mail arrives in bad condition or is exposed to depredation, loss, or damage; when a pouch is received unlocked or without lock or fastened with other than a regulation lock; when mail is carried by an unauthorized person; and any other irregularity in the performance of service or the conduct of the carrier.

241. Restrictions as to handling mail and equipment.—Rural carriers shall not open or close mail pouches, handle mail to be pouches, or have in their possession locks or keys for mail pouches.

242. Delivery of mail in transit.—Upon the personal application or written request of the addressee, ordinary mail in transit to a post office which is supplied by rural carrier may be delivered from the distributing office on Sundays and holidays when the office is open to the public.

Rural Stations

243. Rural stations are established and maintained in connection with rural delivery service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is inadvisable to establish post offices.

244. Supervision of.—Rural stations are tributaries to post offices and are in charge of clerks subordinate to and under the control of the postmaster at the office to which the station is attached. Postmasters shall frequently visit and inspect the stations with a view to correcting irregularities and seeing that they are properly conducted.

Clerks in charge of rural stations are appointed by the Postmaster General at an annual compensation fixed by him, and shall furnish bonds in a designated sum. The person appointed shall provide quarters and equipment suitable for the transaction of the business of the station. If call or lock boxes are provided, the rentals must be collected at the rates prescribed by the Department and accounted for as postal revenue.

Clerks in charge of rural stations shall exercise supervision over rural carriers on routes emanating from their stations. They shall also receive and certify to the correctness of the required reports, and trans-

mit them to the postmasters at the offices to which they are attached.

245. Functions of rural stations.—At rural stations mail shall be dispatched, received, and delivered, money-order business transacted, mail registered, and stamps and stamped paper sold.

246. Hours of business.—Rural stations shall be kept open during ordinary business hours each weekday, except on holidays when service on routes emanating therefrom is not required. They shall invariably be open in ample time to permit the rural carriers attached to the station to case their mail and otherwise prepare it for delivery, and shall be open when the rural carriers return from their routes, in order to permit them to deposit collections and attend to other duties.

247. Receipt and dispatch of mails.—Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. Mail for delivery at a rural station or for a rural route emanating therefrom shall be properly separated at the distributing office, tied in bundles, and transported in the carrier's satchel to the station, where it shall be delivered to the clerk in charge. Dispatch of mail from rural stations shall be made in the same manner.

248. Delivery of mail.—Mail addressed to a rural station shall be retained there to be called for as outlined in article 30 of this chapter for general delivery service unless the addressee is a patron of a rural route starting from such station or of a route contiguous thereto, in which case the mail shall be delivered by the rural carrier. The usual notices for registered, insured, and c. o. d. mail addressed to a rural station shall be issued in accordance with chapter XI, article 202.

249. Correspondence.—Clerks in charge of rural stations shall conduct all official correspondence with the postmasters at the offices to which the stations are attached, make remittances and accountings to them, and make requisitions on them for all necessary supplies.

250. Supplies.—Postmasters at offices to which rural stations are tributary shall furnish the clerks in charge of such stations with postage stamps, stamp books, stamped envelopes, postal cards, registry supplies, etc., in sufficient quantities to meet their demands, for which the postmaster shall take proper receipts.

When clerks in charge of rural stations issue stamp supplies to rural carriers, they shall require receipts therefor similar in form to those required by postmasters in such cases.

251. Monthly reports.—Accurate detailed accounts of business transacted at rural stations shall be kept by the clerks in charge, and reports shall be rendered

monthly to the postmasters of the offices to which they are attached.

SPECIAL DELIVERY SERVICE

252. Special delivery service is the prompt handling, transportation, and delivery of mail by messenger during prescribed hours. This service shall be performed at every post office, and is applicable to all classes of mailable matter upon which the proper fee has been prepaid in addition to the regular postage. Special delivery service does not insure safety or personal delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should also be registered or insured.

Responsibility for Efficient Service

253. Postmasters will be held responsible for the prompt handling and delivery of special delivery mail, and the work of the office shall be so organized and supervised as to insure such service at all times. Where postmasters must necessarily delegate the responsibility for the operation of the special delivery service to supervisory employees, they shall hold such employees strictly responsible for efficient and economical service. The postmaster shall see that discipline is maintained and that delivery employees perform their full duties in all cases, and that suitable disciplinary action is taken, in the event of failure to make proper attempt at delivery. An employee's claim for a fee where fees are payable for an unsuccessful effort to deliver a piece of special delivery mail shall not be allowed unless he exercised diligence and good faith in attempting delivery.

Fees for Delivery

254. The fees payable for the delivery of special delivery articles at offices other than first class and to rural carriers at all offices are as follows:

9 cents on first-class articles weighing not over 2 pounds.

10 cents on articles other than first-class weighing not over 2 pounds.

15 cents on articles weighing over 2 pounds but not over 10 pounds.

20 cents on articles weighing over 10 pounds.

(See ch. III, art. 165, for rates chargeable for mailing articles special delivery.)

It is a violation of the Postal Laws and Regulations to claim a special delivery fee unless actual special delivery service has been rendered or attempted. In all instances where no special delivery service has been rendered, delivery having been made through a post office window, into a post office box, into a rural mail box, to addressee or his representative on the rural carrier's regular line of travel, or otherwise without special service, the fee

shall not be claimed by the postmaster or paid to any employee. (See art. 273 of this chapter relative to delivery by rural carrier.)

Report of irregularities

255. When special delivery matter is received at any office indicating that the dispatching office failed to properly rate, endorse, or dispatch such mail, the irregularity shall be checked on Form 3950 and that form mailed to the postmaster at the office of origin

Radius of Delivery

256. Delivery shall be made within a radius of 1 mile of every post office, station, or branch of such post office, except rural stations, and within the city delivery limits of every office, station, or branch of such office.

Special delivery mail should be delivered to the residences of patrons who have erected out-of-bound boxes, if the residences are within a reasonable distance, not more than two or three blocks, from the box and provided walks have been constructed or the street is not impassable; otherwise a notice shall be left in the box requesting that the patron call at the post office for the special.

Hours of Delivery

257. Special delivery matter shall be delivered at city delivery offices from 7 a. m. to 11 p. m. Owing to a varying mail supply at different offices, and other local conditions, postmasters at offices of the first-class are permitted to vary these extremes of delivery in the interest of good service; that is, deliveries may be made between 6 a. m. and 7 a. m., and between 11 p. m. and 12 midnight for good and sufficient reasons, such as necessity for early deliveries in residential districts, and the arrival of a heavy mail comparatively late at night precluding complete deliveries before 11 p. m. and the like. At other offices, deliveries shall be made from 7 a. m. to 7 p. m., or after the arrival of the last mail, provided that is not later than 9 p. m. Special delivery matter of all classes, including registered, c. o. d., and insured mail, shall be delivered on Sundays by all post offices of the first- and second-classes receiving mail on that day, such deliveries to be made promptly. Special delivery service shall be rendered at other offices on Sunday if the mails arrive between the closing hour on Saturdays and 6 p. m. on Sundays. Prompt and efficient special delivery service shall be performed at all offices on holidays, postmasters being guided by the flow of incoming mail and the extent of business activities in their communities on the holiday. In all cases where special delivery mail arrives outside of delivery hours and

it is known that patrons desire to be notified by phone in order that they may call for such mail, postmasters shall cooperate fully with the patron relative to notifying him of receipt of his mail in the post office.

Unless some unusual condition exists, such as the arrival of important mails at a time when it may be desirable to delay the leaving time of messengers a few minutes, their leaving time on the first runs shall be such that they will make the first deliveries not later than 7:30 a. m. In residential districts, care should be exercised to see that the special delivery mail that arrives on the same mail supply as the mail taken out by letter carriers on their first trips is included on the first special delivery runs. Runs made during regular letter carrier delivery hours should leave the delivery unit not later than 30 minutes before the leaving time of any regular carrier trips leaving the same unit, and proportionately in advance of any regular carrier trips leaving other delivery units, where the same delivery districts are involved. At least one run starting not later than 10 p. m. in business districts shall be made in the evenings, it being contemplated that the last run in the business district be generally confined to places of business and hotels which are open and delivery can be effected.

Schedules of Delivery

258. Special delivery runs at offices of the first class shall be arranged so that messengers will leave the post office at a set time on each run, the schedule to be governed by the usual flow of incoming mail.

Street time of messengers should not exceed 2 hours in business districts, or 3 hours in residential districts, except in unusual conditions. Each messenger should be assigned to a particular district.

In the business sections of city delivery offices, special delivery mail shall be delivered by letter carriers on their first trips of the day **ONLY**, whenever special delivery matter can be as promptly delivered by this means. It will be necessary to predetermine, as nearly as possible, in what portions of the business section equally as prompt deliveries of special delivery matter may be made by letter carriers on their first trips. Schemes should be adjusted where necessary. The time of opening of business houses should be considered. If delivery by letter carriers can be made into door slots or mail receptacles before the opening of business houses, earlier delivery by messenger is not considered of advantage. In doubtful cases, delivery shall be made by special delivery messenger.

Distribution Cases

259. At offices of the first class, letter

and flat letter cases should be used. Small parcels shall be distributed to messengers in the flat letter cases. Special delivery parcel post should be distributed in bins, or where the volume warrants, in baskets, basket trucks, or on platform trucks. It must be understood that expeditious handling and distribution of special delivery mail contributes to prompt delivery.

Recording

260. First-class offices.—No receipt shall be taken or a record of any kind kept of special delivery mail received for delivery at offices of the first class. No record of any kind shall be kept of special delivery mail delivered through post office boxes, or through general delivery.

261. Other offices.—(a) Special delivery mail delivered by messenger or other employee at offices of the second-, third-, and fourth-classes, and for delivery by rural or star route carrier at any office, shall be recorded on Form 3954, in duplicate, by the employee who will make the delivery. Upon completion of this form, the employee who will make the delivery shall present both the original and duplicate of the form to the employee designated to receive it, along with the special delivery mail. The designated employee shall circle the amount of the fee payable on each Form 3954, return the original with the mail to the employee who will make the delivery, and retain the duplicate copy of the form as an office record, inaccessible to the delivering employee.

(b) Upon returning to the post office, the employee who made the deliveries shall turn his receipted Forms 3954 over to the employee designated to receive them, after indicating thereon whether the fee payable is claimed or not claimed. The employee designated for this purpose shall check the receipted Forms 3954 to the extent of determining whether receipts have been returned for all specials taken out for delivery and as to whether the fees payable are in agreement with the duplicate copy of Form 3954.

(c) The original copy only of Forms 3954 shall be sent to the employee charged with making salary payments. No other records shall be made of the fees payable, except on the quarterly vouchers, Form 1592-A at first-class offices; and on the cash books at second-, third-, and fourth-class offices. At offices equipped with payroll machines the only record necessary is that maintained on the payroll forms. Forms 3954 shall be filed in the section from which payments are made to support fee payments.

Safeguarding Special Delivery Mail

262. Employees are held personally responsible for properly safeguarding mail

entrusted to their care for delivery. They shall not leave mail attached to bicycles or motorcycles, in unlocked automobiles, or elsewhere unprotected. An employee responsible for the loss of special delivery mail because of failure to safeguard it properly will be required to make restitution.

Persons to Whom Delivery May Be Made

263. Special delivery mail shall be delivered to the addressee or the person authorized to receive his ordinary mail. Upon effecting delivery where receipt is required, the delivering employee shall obtain the signature of the person to whom delivery is made in the proper space on Form 3954, and in the event a receipt is not obtained, the delivering employee shall indicate on that form the circumstances of delivery or reason for nondelivery.

The instructions relative to the delivery of registered, insured and c. o. d. mail shall be applicable when such mail is sent special delivery.

Delivery Into Box or Door Slot

264. When no one responds to the repeated ringing of the bell or knocking on the door, the messenger may deposit the mail in the usual mail receptacle (including door slots and apertures under doors) unless it is registered, insured, c. o. d. or bears the specific request that it be returned to the writer if prompt delivery cannot be effected by either messenger or regular carrier. This shall be done, however, only after determining through close observation of the premises and suitable inquiry that the mail is correctly addressed and that the occupants are only temporarily absent. Messengers shall be careful not to leave mail in receptacles at offices, houses, or apartments where the occupants are to be away for more than a day. The messenger must use good judgment in dealing with such cases. If in doubt, do not leave the special. When special delivery mail is left in the receptacle, after observing the foregoing precautions, the messenger shall also push beneath and beyond the door a notice on Form 3955 showing that there is a letter in the receptacle.

When the mail receptacle is unsafe, or no receptacle is provided, or when it is not possible to place the article in the receptacle, special delivery ordinary mail may be pushed beneath the door. When delivery is made in this manner, Form 3955 shall be placed in the receptacles, if any. When mail or notices are pushed beneath the door, they shall not be visible from the outside. When delivery cannot be effected in either of these ways, Form 3955 shall be left under the door or in the receptacle, properly checked to show that the article has been returned to the post

office. Whenever practicable, such undelivered mail shall be left at the delivery unit from which the addressee's ordinary letter mail is delivered. If the mail is registered, insured, or c. o. d., or is marked or known to be perishable, the messenger shall indicate its character on the face of Form 3955. The messenger's number, the date, and the name of the addressee shall be entered on this form; and, at post offices having carrier delivery stations, the station where the article is being held and its location shall also be entered.

Personal delivery of special delivery mail shall be made wherever possible, and nothing in this article should be interpreted as relaxing this requirement.

Post Office Box and General Delivery

265. At city and village delivery offices, special delivery mail, other than registered and insured, addressed to a post office box, or to the general delivery, shall be delivered into the box or held for delivery through the general delivery window, unless the addressee has given written notice that such mail be delivered to his residence, or place of business. Where special delivery mail is received at a city or village delivery office addressed to a street address and the addressee usually receives his mail through a post office box or through the general delivery window, the mail shall be delivered as addressed, unless the addressee has given written notice directing delivery into his box or through general delivery window. At first-class offices such mail shall not be recorded, but at all other city and village delivery offices of the second- or third-class, special delivery mail for delivery through post office boxes or the general delivery window shall be recorded on Form 3953 when delivered to the box section or general delivery section, as the case may be and the signature of the addressee will not be required.

At offices not having city or village delivery service, all special delivery mail shall be delivered to the residence or place of business of the addressee, unless the addressee has filed a written request that such mail be deposited in his post office box or held for delivery through the general delivery window.

Army Posts and Camps

266. All special delivery articles (except c. o. d.) addressed to Army posts, camps, and stations shall be turned over to the military authorities for delivery to addressees. A record shall not be made of such mail and receipts shall not be taken, nor shall fees be paid. However, special delivery service should be given to persons at individual addresses such as officers'

homes, headquarters, hospitals, and other places where it is definitely known that prompt delivery can be effected by special delivery messenger. At offices other than the first class, receipts as required shall be obtained.

Registered, Insured, and C. O. D. Delivery Receipts

267. When special delivery mail is registered, insured upon payment of other than the "minimum fee," or sent c. o. d., the usual registry, insured, or c. o. d. receipts shall be taken, and all other requirements of the registry, insurance, and c. o. d. services shall be observed, but no special delivery receipt shall be taken. However, special delivery receipt Form 3953 shall be used to record the special delivery mail at such offices and under such circumstances as would require its use were the special delivery mail not registered, insured, or sent c. o. d.

When special delivery mail is insured at the minimum fee, it shall be treated as ordinary special delivery mail, but request for return receipts or restricted delivery shall be complied with.

Perishable Matter Delivered as Special Delivery

268. When perishable parcels are received on Sunday or a holiday, or on Saturday or the day before a holiday after the hour when parcel post delivery carriers leave the office, and if the contents of the parcels are of such a perishable nature that they cannot be held until Monday morning or the day following a holiday, they shall be promptly delivered as special delivery mail even though they do not bear special delivery postage. The special delivery fee shall be collected from the addressee, if possible, as postage due. If the addressee refuses to pay the special delivery postage due, the parcel shall be delivered without collection. Delivery of such parcels may be made by collectors where feasible.

The employee making delivery of such a parcel shall leave a notice on Form 1543 with the addressee and explain the necessity for the additional postage charged with a request that such matter be mailed as special delivery in the future. The sender shall also be sent a notice on Form 1543.

Special delivery fees so collected shall be accounted for as postage due and, in the event delivery is made by an employee entitled to a fee, he shall be paid for delivery at the proper rate. Postage due stamps shall not be placed upon the parcel and canceled until after the collection has been effected. The amount chargeable should be rated up in pencil on the parcel and record thereof made as a charge to be collected by the messenger.

Special Delivery Mail Collected En Route

269. Letter carriers, whether assigned to delivery or collection duty, and special delivery messengers shall receive all prepaid matter bearing a special delivery stamp, or the equivalent thereof, which may be handed to them on their trips or runs, and shall keep such matter separate from other mail, and turn it in immediately upon their arrival at the post office.

When a rural carrier collects on his route special delivery mail which can be delivered before he returns to the office, or transferred for delivery to another rural carrier, such action shall be taken. In all instances in which special delivery mail is delivered by a rural carrier en route, Form 3954 shall be completed by employees required to obtain a receipt in the delivery of special delivery mail.

Who May Effect Delivery

270. First-class offices.—(a) At first-class offices, special delivery mail shall be delivered by special delivery messengers where messengers have been appointed. Where messengers have not been appointed or when not available, special delivery mail may be delivered by any regular, substitute or temporary postal employee. Employees, other than rural and star route carriers, shall not be paid on the fee basis for such service, but shall be paid at their regular rate of compensation, from the appropriation of the roster designation of the employee performing the service.

(b) **Special delivery districts and runs.**—At all but a few of the largest first-class offices, the special delivery service shall be centralized at the point where the central distribution of incoming mails is made. Such offices have one special delivery unit. At the largest offices where the special delivery service is decentralized, there may be two or more special delivery units. At each special delivery unit, the special delivery area shall be divided into special delivery districts. Such a division is similar to the division of letter carrier territory into routes. Thus, a special delivery district is a section of the complete special delivery area served by one individual messenger at a time. Special delivery service shall be rendered in each special delivery district on what is known as special delivery runs. Thus, in special delivery district No. 1, one messenger may make three consecutive runs and another messenger may make the next three consecutive runs.

The division of the area of special delivery into districts is intended to make the distribution and delivery of such mail prompt and efficient on normal days. When special delivery mail is extremely heavy, it may be necessary to split districts; and in like manner, when mail is light, it may be necessary to combine districts. The

expansion and contraction of special delivery districts as necessary, as well as the permanent adjustment of such districts is a local problem. It is the principal duty of special delivery supervisors to control such matters. Their handling of such duties reflects directly on their ability as supervisors.

(c) **Numbering—messengers, districts, and runs.**—At offices having more than one messenger, each special delivery messenger and each special delivery district, including each special delivery parcel post district where applicable, shall be assigned a number beginning with 1. In like manner, each special delivery run shall be numbered beginning with 1 to designate the first run of the day, 2 to designate the second run of the day, etc.

At offices of the first class where more than one messenger is employed, Form 1597-SD "Work Assignment" shall be posted in each delivery unit covering messengers' work assignments for the period of one week. This form is so arranged that the number of the messenger may be listed opposite the district in which he is to serve, and beneath the runs which he is to make. For convenience, the messenger's number may be entered opposite the district in which he is to serve and under the first and last run he is to make, indicating that the messenger is to make the intervening runs.

Forms 1597-SD shall be retained for 1 year following the work assignment period to which they refer.

271. Second- and third-class offices.—At such offices, when because of the small volume of special delivery mail, it is impracticable to employ substitute carriers or clerks as special delivery messengers, or to obtain messengers, special delivery matter may be delivered by the postmaster, who shall be paid the regular fees for delivery.

These instructions should not be construed as authority for summarily discharging special delivery messengers now employed at second- and third-class offices who have invested in vehicles and purchased uniforms, but occurring vacancies should not be filled if substitute clerks and carriers willing to perform that service on a fee basis are available. Postmasters are not permitted to arrange with telegraph companies or other message carrying organizations or with employees thereof for delivery of special delivery mail. However, the Department will interpose no objection to the employment of the same person who delivers messages or telegrams for telegraph companies or other message carrying organizations, provided the messenger is employed during certain periods of the day when needed to deliver only specials; that the messenger is personally

paid all fees; and that he will be identified as a special delivery messenger by wearing a special delivery badge.

When at offices of the second- and third-class circumstances require the employment of minors, compliance shall be made with the State child labor laws respecting age and hours of employment. Persons under 18 years of age shall not be employed except in emergencies or where sufficient personnel 18 years of age or over is not available and they shall not be permitted to operate motorcycles or automobiles in the delivery of special delivery mail under any circumstances.

272. Fourth-class offices.—At fourth-class offices special delivery mail may be delivered by the postmaster, or any assistant or employee, or other competent person whom the postmaster may employ as messenger. The person making delivery shall be paid the regular fees for delivery.

Service on Rural Routes

273. Special delivery mail addressed to a patron residing on a rural route who lives more than 1 mile from the post office (*or less than 1 mile when delivery can be expedited, or equally as prompt service can be rendered*) shall be delivered by rural carrier on his next regular trip after receipt of the mail in the post office. Delivery shall be made at the patron's dwelling or place of business, provided the place of delivery is not more than one half mile from the carrier's line of travel and there is a passable road leading thereto. If delivery cannot be made at the residence or place of business, the mail, unless insured (other than minimum fee), registered or c. o. d., shall be delivered into the patron's box and a notice on Form 3955 left at the residence or place of business of the patron. For this service the carrier shall receive the regular fee for delivery. The fee, in all cases, shall be paid if it is necessary for the carrier to leave his regular line of travel, whether on foot or in his vehicle. No fee shall be paid in any case where it is not necessary for the carrier to leave his regular line of travel in effecting, or attempting delivery of special delivery matter. If the patron lives more than one half mile from the carrier's line of travel, the special delivery mail shall be delivered into the patron's box, the same as ordinary mail, and receipt Form 3954 so endorsed. (See art. 209 of this chapter relative to parcels too large for the box.)

Outlying Territory

274. When special delivery mail is received in the evening hours addressed to outlying sections of the special delivery limits, and the addressee can be reached by telephone, inquiry may thus be made as to whether delivery of the article is desired

that evening or on the first special delivery trip the following morning. This action will eliminate the necessity of messengers making long runs to outlying sections.

When special delivery mail addressed to other patrons residing outside the special delivery limits is received, the postmaster should endeavor to communicate with the addressee as promptly as possible by telephone or otherwise but without expense to the Department, in order that such mail may be called for.

Second Attempt To Deliver

275. A second attempt to effect delivery of a special delivery article locally shall be made without additional special delivery fee when the mail is addressed to a former address of the addressee. Any subsequent attempts to deliver (after such second attempt) shall be made on the regular trip by letter or parcel post carrier.

Forwarding

276. Every reasonable effort shall be made to effect the prompt delivery of special delivery mail. If the address is deficient or incorrect, it shall be completed or corrected if possible. If the addressee has removed to the delivery limits of another post office, the article shall be forwarded immediately if the new address is known or can be ascertained.

When a forwarding order has been given by the addressee in advance of the arrival of the mail, so that no attempt to deliver is necessary, it shall be forwarded with the endorsement "Forwarded fee not claimed" and the postmaster at the office of final destination shall make special delivery and claim the fee if delivered by an employee paid on the fee basis. Special delivery matter forwarded from one post office to another without this endorsement shall upon arrival at the office of final destination be promptly handled for delivery by the next available regular carrier delivery.

Retention Period

277. A special delivery letter bearing the specific request that it be returned to the sender if prompt delivery cannot be made shall be returned immediately if prompt delivery cannot be effected. Return card requests to hold special delivery letters a specific number of days should be observed, except that such requests of more than 30 days will be disregarded and the letter returned after 30 days.

Undeliverable Special Delivery Mail

278. If it is not possible to ascertain the correct address from the directory in the post office, or by other means at hand, the mail shall, if the office has delivery service, be turned over to the carrier service for further attempt at delivery. If still undeliverable and the carrier cannot supply an

address, the mail shall be turned over to the directory section for proper handling.

Special delivery matter which cannot be delivered shall be treated in accordance with the instructions governing the return of other undeliverable matter.

Conduct of Messengers

279. In the performance of their duties, special delivery messengers shall bear in mind that they represent the Postal Service to the patrons whom they serve. They have a unique opportunity to impress the public with the high quality of the Postal Service. Conversely, they can just as easily reflect on the service through lack of civility, promptness, or courtesy.

Messengers shall attend to their duties quietly and diligently, shall not loiter or make unnecessary stops, and shall refrain from any kind or type of disorder in the post office or while performing their duties elsewhere. The efficiency appraisal system will apply to special delivery messengers.

Messenger Time Records

280. When a regular special delivery messenger completes a run prior to the time when he is to make his next run, but before he is scheduled to end his tour of duty, or interrupt it for a swing period, he shall ring out immediately on his time card, and ring back in again in the next block opposite "B." If he has been detailed to another unit of the office, the messenger shall make a notation in the "employee's totals" column on his time card to signify to which unit of the office he has been detailed, or if there is a waiting period of insufficient length to warrant his being detailed to another section, he shall insert the word "waiting" in the "employee's totals" column. After such period of employment or waiting, when the messenger again takes up special delivery work, he shall ring out on his time card, opposite "E," and immediately ring in opposite "B" in the next block, unless, of course, after ringing out his tour of duty has been completed, or a swing period begins.

A separate time card shall be used by each substitute special delivery messenger in each unit of the office where he is employed during each pay period. When a substitute employee completes a run prior to the time when he is to make his next run, but before his 2-hour period of employment has been completed (when this requirement is in effect), he shall immediately ring out on his messenger time card and at the same time ring in on the same card in the next block opposite "B," if there is a waiting period of insufficient length to warrant his being detailed to another unit. Under such circumstances, which should be rare, he shall endorse his time card in the same

manner as a regular messenger, that is, "waiting." If he is detailed, within his 2-hour period of employment, to another unit, he shall ring out on his messenger time card immediately after completing his duties as a special delivery messenger, and ring in opposite "B" and take his time card with him to the assignment where he will complete the 2-hour tour. When work on this assignment is completed, he should return to the special delivery section and ring out showing on the time card in pencil the work on which he was assigned such as "carrier" or "clerk." The supervisor shall note the transit time between the messenger's last place of employment and his reporting time in his unit, and take the necessary corrective action where there is an indication of loitering between assignments.

Carfare and Use of Bicycles

281. Allowance may be made to post offices of the first class for carfare for employees assigned to the delivery of special delivery mail upon application to the Bureau of Post Office Operations, Division of City Delivery. Carfare should be furnished special delivery messengers only when its use will be more economical than other means of transportation and will not result in delay in the delivery of special delivery mail.

At post offices of the first class where the complete city delivery area is small and it is considered practicable and more economical to use bicycles in the delivery of special delivery mail, the postmaster should request the Bureau of Post Office Operations, Division of City Delivery, to furnish bicycles. Where special delivery parcels cannot be handled by the messenger using a bicycle, arrangements must be made for their delivery by some other means. Postmasters are depended upon, and expected, to operate the special delivery service at their offices economically without sacrificing prompt service.

At offices other than those of the first class, employees used in the delivery of special delivery mail must provide their own means of transportation as carfare will not be allowed and Government-owned or rented vehicles must not be used to deliver special delivery mail when the employee is paid on a fee basis.

Automotive Equipment Maintenance

282. (a) Postmasters at offices of the first class are authorized to pay special delivery messengers 90 cents per hour for the use of their personally owned automotive equipment, including motorcycles, when the vehicle is actually in use in making delivery of special delivery mail, provided Government-owned trucks, or contract vehicles at a lower rate than 90 cents per

hour are not available. The speedometer on any vehicle used in the special delivery service must be kept in good repair and must accurately register the mileage.

(b) The time for which payment is made at the rate of 90 cents per hour shall begin when the special delivery messenger leaves the post office, with his vehicle, to make delivery of special delivery mail and end upon his return to the post office—both to be supported by time-clock entries on the employee's Daily Time Record of Rented Vehicles, Form 1804. At the end of the employee's tour of duty, each day, the vehicle time should be totaled—hours and minutes—and carried forward each day to the end of the pay period.

(c) The total allowable vehicle time for the pay period should then be determined from the employee's Daily Time Record of Rented Vehicle, Form 1804, and payment made at the rate of 90 cents for each hour the vehicle was actually used in making delivery of special delivery mail.

(d) Payment should be made for the nearest number of whole hours of authorized service each pay period, counting a fraction of an hour amounting to 30 minutes or more as one hour and ignoring 29 minutes or less. Insofar as practicable, the record of the time and verification thereof should be handled as provided in chapter XXIV, articles 43 to 63.

(e) When special delivery messengers are assigned to perform duties other than the delivery of special delivery mail, i. e., collection, relay, parcel post delivery or mounted route services, and they are instructed to use their personally owned automotive equipment because no Government-owned or other vehicle under contract for city delivery service is available, payment for the use of the equipment shall not be made at the rate of 90 cents per hour. Postmasters must obtain bids for such vehicle service as is presently required for the use of hired vehicles assigned to city delivery service and payment for the service is to be made at the lowest hourly rate determined from the bids received. An allowance covering all such expenditures must be requested from the Bureau of Facilities, Division of Vehicle Service. When a special delivery messenger is not the lowest bidder, his vehicle shall not be used for regular city delivery service. Payments to special delivery messengers for vehicles furnished by them for use in the city delivery service only must be on the basis of the lowest bid established by competitive bidding.

(f) When regular, substitute, and temporary postal employees, at first-class post offices, other than supervisors and special delivery messengers, are assigned to deliver

special delivery mail and provide their personally owned automotive equipment, they shall be paid at the rate of 90 cents per hour for automotive equipment maintenance provided, the employee is not under contract to furnish a vehicle for use in the city delivery service, and there is no Government-owned or contract vehicle available for the purpose. Timekeeping and payments for automotive equipment maintenance should be handled in the same manner as prescribed for special delivery messengers.

(g) If the employee is under contract to furnish a vehicle for use in city delivery service or another contract vehicle is available for that purpose, and the vehicle is used exclusively on certain trips to deliver special delivery mail, payment should be made at the hourly rate for the vehicle if hired on a quarterly basis and pro rata to the annual rate when furnished under an annual contract, provided the rate does not exceed 90 cents per hour. But, if the regular, substitute, or temporary postal employee, other than a supervisor or special delivery messenger, is not under contract to furnish a vehicle for city delivery service on a quarterly or annual basis, and there is no Government-owned or other hired vehicle available, and the exigency is such as to require immediate action, postmasters may employ automotive equipment owned by such nonsupervisory employees at the rate of 90 cents per hour for the delivery of special delivery mail only. When such equipment is not obtainable, automotive equipment belonging to outsiders may be used at the lowest obtainable rate determined by competitive bidding, if not in excess of 90 cents per hour, which is the maximum that may be paid. Allowances must be obtained from the Bureau of Facilities, Division of Vehicle Service, covering all expenditures for vehicle service on an hourly basis.

(h) Government - owned automotive equipment must be utilized to the fullest extent possible to effect delivery of special delivery mail, provided, such additional assignment does not interfere with the collection, relay, parcel post delivery and mounted route services, and the transportation of the mails.

(i) All payments made for automotive equipment maintenance and for vehicle hire are chargeable to the allotment—Vehicle Service.

(k) When messengers are assigned to Government-owned vehicles or those hired under contract for the delivery of special delivery mail, they shall operate such equipment with care and take the same precautions they would in operating their own vehicles. In assigning messengers to use

such equipment, they must be cautioned of this and warned that if there is any proof of negligence, they will be held personally responsible, that they will be required to pay the costs for any damages incurred, and will be disciplined.

Inspection of the Special Delivery Service at Offices of the First Class

283. The special delivery service at each special delivery unit shall be inspected annually during a normal period, and this inspection shall cover the operation of the service over an entire day.

Form 1840-SDA "Memorandum of Special Delivery Messenger's Work—Inspection Data" shall be used by the supervisor making the inspection of each run in each special delivery district. One form shall be used for each messenger, and each messenger shall be assigned to the same runs in the same district throughout the inspections as far as possible.

The work of inspecting the special delivery service shall be assigned to supervisors, who must accompany the messenger while he is on duty, both in the office and on the street, from the time the messenger begins a tour until it is ended. It is imperative that supervisors strictly follow this requirement.

284. Use of Form 1840-SDA.—Form 1840-SDA shall be headed before the inspection begins. The information required under items 1 through 10 is self-explanatory. Item 11 "Total Miles Traveled" shall be obtained by making the necessary subtractions under "Speedometer" at the bottom of the form. The information required under items 12 through 14 shall be taken from the time recording on the back of the form. The computations required in order to obtain the information necessary under items 15 through 18 should be made in the usual way. Under item 19, "Specials Undelivered" shall be recorded the number of specials undelivered and returned to the special delivery unit, or to a letter carrier delivery unit. The time used, where applicable, from the "Garage to P. O." and from the "P. O. to Garage," items 20 and 21, shall be taken from the vehicle time card, but shall not be included in office, street, or total time. Under "Memorandum," the supervisor shall note any and all irregularities.

285. Check of Special Delivery Service.—At offices of the first class, the special delivery service shall be checked annually and at other times when such action is deemed warranted. This check shall cover the operation of the service over a 7-day period. Each run in each district at each special delivery unit shall be checked for each of the 7 days. Forms 1840-SDB,

"Memorandum Special Delivery Messenger's Work—Run Data" and 1840-SDC "Memorandum Special Delivery Messenger's Work—Check Data" shall be used by the supervisor making the check.

Messengers shall be assigned during the check week, as far as possible, in identical manner as they were assigned during the period of the last inspection. The Form 1597-SD, "Work Assignment" for the period of the inspection shall be used in making assignments during the check week.

The work of checking the special delivery service shall be assigned to supervisors. The supervisor making the check shall not accompany the messenger on his run.

286. Use of Form 1840-SDB.—Each messenger shall be given a Form 1840-SDB, "Memorandum Special Delivery Messenger's Work—Run Data" when he commences his tour. The messenger shall turn the completed form in to his supervisor upon the completion of his tour. Before the form is given to the messenger, it shall be headed and the "District," item 3, recorded on the form. The messenger shall complete items 1 through 12, with the exception of item 3, for each run made. It is desired to keep the messenger's efforts in completing Form 1840-SDC at a minimum. Under item 1, the messenger shall enter only the last three figures on his speedometer at the beginning and at the end of each run. He shall make no other entries under item 1. Under items 4 through 7, the messenger shall enter the number of insured, customs, c. o. d., registered and postage due special delivery articles taken out for delivery. Under item 8, he shall be careful to enter the total number of special delivery letters received by him for delivery whether ordinary, registered, etc., or not. Under item 9, he shall be careful to enter the total number of parcels taken out for delivery whether ordinary, insured, etc., or not. Under item 10, a mounted messenger shall record the actual number of times he stops his vehicle to make a delivery or deliveries. For instance, if the messenger stops his vehicle and delivers a piece of mail on one side of the street and another piece of mail on the other side of the street without further driving, he has made one stop in connection with the information required under item 10, although he has delivered two pieces of mail. Furthermore, when a mounted messenger stops his vehicle before a house, building, store, etc., and makes more than one delivery in such house, building, store, etc., only one stop should be recorded, regardless of the number of specials delivered. The same applies to bicycle messengers, it being understood, however, that each time such messenger

dismounts from his bicycle in making deliveries should be counted a stop regardless of the distance traveled. Relative to foot messengers, each separate door, counter, etc., at which delivery is made shall be counted a stop and so entered under item 10. Under item 11 shall be entered the number of specials undelivered and returned to the special delivery unit, or to a letter carrier delivery unit. In the space provided under item 13, the messenger shall ring the time clock, in each instance after ringing his time card, at the beginning of his tour, when he leaves the post office to make deliveries, when he returns to the post office after making deliveries, and when he has finished making returns of receipts, money and mail—if any. A separate space shall be used under each item for each run. When necessary, the messenger shall record, under "Memorandum" any unusual conditions such as, unavoidable delays, adverse weather conditions, equipment failures, etc.

287. Use of Form 1840-SDC.—The same information required for Form 1840-SDA is necessary on Form 1840-SDC. The supervisor conducting the check may obtain all of the necessary information for completing this form from Form 1840-SDB. Form 1840-SDC is so printed that the work of two messengers, as checked, may be recorded on one Form 1840-SDC.

288. Use of Form 1840-SDD.—After a check of the special delivery service, the information obtained during the check and that obtained during the last inspection of the special delivery service shall be recorded on Form 1840-SDD, "Comparison Special Delivery Messenger's Work—Inspection and Check Data." One Form 1840-SDD shall be used for each messenger. Under item 1, "Run" will be found the number of the run followed by the letters "I" (inspected) and "C" (checked). Opposite each run "I" shall be copied the information obtained when the run was last inspected. Opposite each run "C" shall be copied the information obtained when the run was checked, in order that the run as inspected and the run as checked may be compared. The information used relative to the checked run may be taken from the data obtained on any week day on which runs were checked. However, the following items, listed in order of importance, must be matched as nearly as possible: (a) Total stops; (b) Total miles; (c) Total specials. In this way runs as inspected and runs as checked may be compared under conditions as nearly identical as possible. Inspections made on Sundays shall be compared only with checks made on Sundays, since such runs are usually affected by the lack of heavy traffic and a fair comparison might

not be obtained if a Sunday run were compared with a similar run made on a week-day.

289. Supervision.—The supervisors making the inspections and checks of the special delivery service should be entirely familiar with current regulations relative to the special delivery service in all of its phases. The information obtained when inspections and checks are made must be carefully analyzed after completion to detect excessive office time, excessive street time, unnecessary runs, whether special delivery districts are in proper adjustment, and the like. Immediate corrective action shall be taken where necessary.

Although good results may be obtained during the inspections and checks of the special delivery service, such benefits will not be maintained without the constant, careful attention of special delivery supervisors. With the information obtained during the inspections and checks, and through the knowledge of the service obtained during such periods, the supervisors should be in an excellent position to tell from day to day whether prompt service is being rendered, whether more office and street time than necessary is being used, and whether, in general, the service is operating efficiently and the personnel is being properly supervised.

Where conditions indicate the necessity for individual special inspections and checks of runs, or special delivery districts, such inspections and checks should be made promptly.

290. Use of Form 1810-SDA.—Upon the completion of Forms 1840-SDD, "Comparison Special Delivery Messenger's Work—Inspection and Check Data," the totals of each item of all runs inspected at the last inspection and the totals of each item of all runs checked during the last check of the special delivery service, as shown on Forms 1840-SDD, shall be determined and entered on Form 1810-SDA. A separate Form 1810-SDA shall be used for each special delivery unit. The number of runs as inspected, relative to each item, shall be divided into the combined totals of all the runs in order to determine the average performance for each item of all the runs inspected. The average for all runs checked shall be obtained in the same manner. Attention is called to the fact that the combined runs as inspected and as checked as shown on Form 1810-SDA are separated into mounted, foot, bicycle, and parcel post messengers.

291. Consolidated Report to the Department on Form 1810-SDB.—The information contained on Form 1810-SDA as to runs inspected and checked, including all types

of service, shall be consolidated and Form 1810-SDB, "Special Delivery Service—Consolidated Report" completed. Where there is more than one special delivery unit, all Forms 1810-SDA shall be consolidated as to runs inspected and checked, and the consolidated data, including all types of service, used in the completion of Form 1810-SDB. The total figures and not the average figures shown on Form 1810-SDA shall be used in completing Form 1810-SDB.

Form 1810-SDB, to which shall be attached all related Forms 1810-SDA, shall be signed by the supervisor in charge of the special delivery service and sent to the postmaster for approval. After the postmaster has approved and signed Form 1810-SDB, it shall be forwarded, along with the related Forms 1810-SDA, to the Bureau of Post Office Operations, Division of City Delivery. This form, with the attached Forms 1810-SDA, shall be mailed once each year.

CHAPTER X

Lock Boxes, Lock Drawers, and Call Boxes

Art.

1. How provided.
3. Use of boxes.
10. Assignment of boxes.
13. Record of box holders.
14. Name of box holder confidential.
15. Delivery of mail from boxes.

Art.

16. Care of boxes.
17. Rental rates.
18. Collection of box rents.
20. Accounting for box rents.
21. Key deposits.
22. Keys.

HOW PROVIDED

1. Lock boxes, lock drawers, and call boxes necessary to provide satisfactory service to the public are provided as follows:

In Government buildings, by the Public Buildings Service, General Services Administration.

In premises leased by the Department, the lessors are usually obligated to furnish box equipment and keep it in repair.

In all other post offices where lock box equipment is not furnished by the Department postmasters are required to furnish and keep in repair at their own expense such box equipment as may be necessary to provide satisfactory service to the public.

A postmaster who is required to furnish box equipment is not compelled to buy it from the retiring postmaster; however, he is required to provide proper box equipment before taking charge of the office. The retiring postmaster must not remove his boxes until the incoming postmaster has obtained other boxes. When a postmaster uses his predecessor's box equipment, he is liable for a reasonable rental therefor from the date upon which he took charge of the post office. When possible, the rent for the use of the equipment should be agreed upon before the office is transferred.

2. **Boxes provided by patrons.**—Postmasters may allow patrons who desire to do so to provide lock boxes or drawers for their own use, at their own expense, which upon erection in the post office, shall become the property of the United States, subject to the direction and control of the Post Office Department. The patron shall pay a rental at

least equal to that of the other boxes in the same office. If there are no other boxes in the office, a rental equal to that of boxes in other offices of the same class shall be paid. Such rental shall be accounted for as other box rents.

USE OF BOXES

3. The use of a box is restricted to one individual, family, firm, or corporation.

By Individuals

4. An individual renting a box may have placed therein:

Mail addressed to himself.

Mail directed to a visitor temporarily abiding with him.

Mail addressed to his care or the number of his box by persons who wish him to take care of it for them for not more than 30 days.

Mail addressed to members of his family.

Mail addressed to his servants or other employees who abide in his house.

Mail addressed to a relative or other person who permanently abides in his house as do the other members of his family. Boarders and roomers are not members of the family.

The mail of permanent roomers and boarders at a hotel or boarding house must not be placed in the box rented by the proprietor, whether assigned for the use of himself and family only or for the general use of his hotel or boarding house; but the mail of transient guests, when addressed to the number of the house or the name of the hotel, if not delivered by carrier, should be

placed in the box assigned to the use of the hotel or boarding house.

By Firms or Corporations

5. A firm renting a box may have placed therein:

All mail addressed to its name.

Mail addressed to any of its officials and office employees.

By the consent of all the members of a firm any member thereof may have mail addressed to himself or members of his family deposited in the box assigned to its use.

By Students

6. Mail addressed to students at educational institutions may be placed in the box rented by the institution if consistent with their rules.

By Inmates of Institutions

7. Mail matter addressed to the inmates of any public institution, when such is the rule of the institution, may be deposited in the box rented by it.

By Societies or Associations

8. A society or association may rent a box, but a box so rented is not available for the use of individual members of such society or association other than the officers thereof addressed by their official titles.

Mail Addressed to Box Number

9. Mail bearing the required postage addressed without name to the number of a box may be delivered to the renter of the box.

ASSIGNMENT OF BOXES

10. No box at any post office shall be assigned to the use of any person until the rent thereof has been paid in advance, for which the postmaster shall give a receipt.

A person desiring a post office lock box shall make application on Form 1092½ and furnish references. Form 1092 should be used for obtaining reports from the references, and, if deemed advisable, the assignment of the box may be deferred until satisfactory replies are received. A box shall not be rented to any person whom the postmaster has good reason to believe will use it for the purpose of deception, for immoral or improper purposes, or for the conduct of a fraudulent or lottery business. When it is found that a box is being used for any of these purposes, or that the safety of the mail is endangered by its continued use, the postmaster shall report the facts to the Department, which reserves the right to close such box and not refund any portion of the rent paid therefor.

A box shall not be rented for the sole purpose of having mail forwarded or trans-

ferred to a permanent address of the addressee. This shall not be construed as prohibiting the rental of a box for the purpose of having an agent of the addressee remove the matter therefrom and remail it to the addressee.

To Minors or to Persons of Unsound Mind

11. Postmasters shall not rent call or lock boxes to minors when notified not to do so by the parents or guardians having the right to control the delivery of the mail to such minors under the provisions of chapter IX, article 22; nor shall they rent boxes to persons declared by a court of competent jurisdiction to be of unsound mind.

Unserviceable Boxes

12. Lock boxes which cannot be properly locked shall not be rented until repaired. When a box gets out of repair another one shall be assigned in lieu thereof.

RECORD OF BOX HOLDERS

13. Postmasters shall keep in their offices and deliver to their successors a list of box holders, showing the number of the box assigned to each, the time during which it has been used, the payments therefor, and the quarter for which rent is prepaid.

This record shall be kept at offices of the first, second, and third classes as indicated in the "Box and key register," and at offices of the fourth class in cashbook 1550-C/F. The stubs of box rent receipts shall be preserved at all offices.

When no record is turned over to a postmaster by his predecessor, he shall require box holders to produce receipts or other satisfactory evidence of payment of rent, and allow the use of the boxes for the remainder of the period for which payment has been made.

NAME OF BOX HOLDER CONFIDENTIAL

14. Postmasters shall not disclose the names of box holders to any person other than the clerks of their respective post offices and post office inspectors.

DELIVERY OF MAIL FROM BOXES

15. Postmasters may hand out mail from lock boxes or drawers, and should do so occasionally when the renter of a box has forgotten his key or through no fault of his own is unable to open the box, provided they are requested or authorized by the renter to do so. But they should not hand out mail to those who have been or may be properly supplied with keys and can open their boxes, and yet habitually call upon the postmaster to hand it to them.

CARE OF BOXES

RENTAL RATES

16. Box renters are required to exercise care in the use of boxes and keep them locked. Postmasters should refuse to re-rent boxes to those who persistently disregard the rules governing their use.

17. Box rents shall be collected in accordance with the following schedule, no change in existing rates to be made by postmasters without authority from the Bureau of Finance, Division of Postal Finance.

Gross receipts of post office	Rate per quarter						
	Call boxes		Lock boxes and drawers				
	No. 1	No. 2	No. 1	No. 2	No. 3	No. 4	No. 5
Less than \$500.....	\$0. 10	\$0. 15	\$0. 20	\$0. 25	\$0. 35	\$0. 45	\$0. 60
\$500 and less than \$1,900.....	. 15	. 20	. 25	. 35	. 45	. 60	. 75
\$1,900 and less than \$5,000.....	. 20	. 25	. 35	. 45	. 60	. 75	1. 00
\$5,000 and less than \$10,000.....	. 25	. 35	. 45	. 60	. 75	1. 00	1. 50
\$10,000 and less than \$40,000.....	. 35	. 45	. 60	. 75	1. 00	1. 50	2. 00
\$40,000 and less than \$100,000.....	. 45	. 60	. 75	1. 00	1. 50	2. 00	3. 00
\$100,000 and less than \$300,000.....	. 60	. 75	1. 00	1. 50	2. 00	3. 00	4. 00
\$300,000 and less than \$1,000,000.....	. 75	1. 00	1. 50	2. 00	3. 00	4. 00	5. 00
\$1,000,000 and less than \$5,000,000....	1. 00	1. 50	2. 00	3. 00	4. 00	5. 00	6. 00
\$5,000,000 and less than \$15,000,000...	1. 50	2. 00	3. 00	4. 00	5. 00	6. 00	7. 00
\$15,000,000 and upward.....	2. 00	3. 00	4. 00	5. 00	6. 00	7. 00	8. 00

- No. 1. Capacity less than 225 cubic inches.
- No. 2. Capacity 225 cubic inches and less than 500 cubic inches.
- No. 3. Capacity 500 cubic inches and less than 900 cubic inches.
- No. 4. Capacity 900 cubic inches and less than 3,000 cubic inches.
- No. 5. Capacity 3,000 cubic inches and upward.

Patrons shall not be required to rent either lock or call boxes or lock drawers.

COLLECTION OF BOX RENTS

18. Box rents must be collected in advance. Collections shall be made at the beginning of each quarter for the entire quarter, but no longer, except as provided in article 19, of this chapter. Ten days before the last day of each quarter, postmasters shall place a notice in each rented box that the rent is due and payable on or before the last day of the quarter. If a box holder fails to renew his right to his box on or before the last day of a quarter, the box shall then be closed and offered for rent, and the mail placed in the general delivery, unless deliverable by carrier. In the case of a known permanent resident, renter of a post office box, who is temporarily absent and has filed a forwarding order, the box rent notice shall be mailed to the forwarding address and ample time for reply allowed before closing or rerenting the box.

When a box is rented after the beginning of a quarter, the rent to be collected shall be computed by multiplying the number of days remaining in the quarter, including the day on which the box is rented, by the rate and dividing the product by the total number of days in the quarter, except that

rental for the entire quarter should be collected from a boxholder who pays for the right to continue the use of a box which he held during the previous quarter. A box taken or in use at the beginning of a quarter shall not be rented for a shorter period than one quarter. When a box is surrendered during the quarter no portion of the rental shall be returned, and such box shall not be rerented until the beginning of the following quarter. Boxes shall not be assigned or transferred to others by box holders.

When boxes are removed during a quarter and no others substituted in their places, a pro rata amount of the rent paid shall be refunded. When box equipment is changed or destroyed during a quarter, boxes bearing the same numbers, if possible, in the new outfit shall be assigned to box holders without payment of additional rental.

From Government Agencies

19. Agencies of the Federal Government through their proper officers are permitted to pay rental on post office boxes for not more than one full fiscal year in advance, or for the remaining one, two, or three

quarters of such fiscal year. When boxes have been rented under these conditions, postmasters shall give notice on Form 3908, card notice of box rent due, 15 days in advance of the expiration of the period for which rental has been paid. A notation showing the amount of rental for one year and the post office box number shall be placed in the upper right corner of Form 3908. The form shall be postmarked before placing in the box.

The Government agency concerned will prepare Standard Form 1034, or similar voucher form, which will not require certification by the postmaster, and payment will be made by check. The check will bear the post office box number, or will be accompanied by a copy of the voucher bearing such box number.

Box rentals accepted in advance under these provisions shall be placed with other trust funds and shall be withdrawn therefrom and placed with other box rent receipts at the beginning of the quarter to which applicable. If a Government agency surrenders a box, any advance rental fee remaining in the trust fund shall be refunded and a receipt obtained, signed by a proper official.

ACCOUNTING FOR BOX RENTS

20. Box rents are part of the revenues of post offices and must be accounted for even when the box equipment is owned by the postmaster. Each postmaster shall be charged with and held accountable for any part of the revenues accruing at his office which he has neglected to collect, the same as if he had collected it.

Each postmaster, without regard to the class of office, the ownership of the boxes, or whether he has served all or only part of a quarter, must account in his postal account at the end of each quarter, or upon the date of his separation from office, for the exact amount of the box rents collected during the quarter by himself only.

Box rents shall be debited in the account for the quarter to which they apply, irrespective of the date of collection. Collections made prior to the beginning of the quarter to which they apply must be accounted for in the trust funds account. On the first day of the new quarter the advance collections shall be withdrawn from the trust funds account, and account No. 032 in the cash book shall be debited with the amount of the withdrawal and also any rentals collected on that day. Subsequent collections made during the quarter shall be recorded daily in account No. 032 of the cash book.

KEY DEPOSITS

21. Postmasters at post offices located in Federal buildings, and in premises leased by the Government where equipment is furnished by the lessor, and in buildings where lock box equipment is furnished by the Department, shall collect a deposit of 22 cents for each key issued to a renter of a lock box or drawer, unless otherwise instructed by the Bureau of Finance.

When specially authorized by the Bureau of Finance, other postmasters than those at offices named in the preceding paragraph may also collect deposits to secure the return of the keys.

Postmasters at fourth-class offices and postmasters who furnish their own equipment are not required to collect deposits for delivery box keys.

Whenever lock boxes and drawers are surrendered, the renters to whom keys are issued shall be required to return them, whether deposits have been made therefor or not.

Postmasters are held responsible under their official bonds for the safekeeping of and due accounting for all moneys received as deposits for keys.

Each postmaster is required to keep in the official box and key register, which is furnished by the Department, a record showing the total number of keys furnished with the boxes, and the number of regular and extra keys issued to box holders, as well as the amounts of the deposits held for regular keys only.

When at any time key lock boxes are added to the equipment, the postmaster must immediately note in the official box and key register the exact number of such additional boxes and the exact number of keys furnished therewith. When any portion of a key lock box equipment is removed, a note must likewise be made of the number of keys which were accounted for, and the amount of deposits on hand representing lost keys which accrued from the portion of the boxes removed. This same information should be sent to the Bureau of Finance, Division of Postal Finance.

Key deposit funds are trust funds and shall be held for the redemption of outstanding keys. When forfeited such funds may be used, after permission has been secured from the Bureau of Finance, to replace keys that have been lost or illegally withheld.

A postmaster is not permitted to expend from the key funds of his post office any amount in payment of bills demanded for keys unless such bills contain an itemized statement showing the number and kind of keys furnished for which payment is demanded.

Upon the retirement of a postmaster from office, he must turn over all key funds and

records pertaining to keys and deposits to his successor in office, taking receipt therefor. If the funds and records are not received by the incoming postmaster, report should be made by him immediately to the Bureau of Finance, Division of Postal Finance.

KEYS

Types of Keys Available

22. Regular keys are the three furnished with each box. Duplicate keys are those ordered to replace lost keys. Extra keys are those furnished to box holders upon execution of Form 1094, which are paid for by the applicants and are not represented by deposits on hand.

Orders for Keys

23. Postmasters at offices located in Federal buildings should order all duplicate and extra keys direct from the manufacturer of the locks, and pay for them out of the key trust funds. Keys broken or worn out will be replaced without charge if sent to the Public Buildings Service, General Services Administration, Washington 25, D. C.

Postmasters at offices located in leased quarters should order all duplicate and extra keys from the manufacturer of the locks and pay for them out of the key trust funds. Keys broken or worn out are to be replaced by the lessors.

Postmasters at offices where boxes have been installed by the Post Office Department should send all requisitions for regular keys, duplicate keys, and extra keys to the Bureau of Finance, Division of Postal Finance. Regular keys needed to fill the complement of three keys for each box will be furnished without charge. The numbers appearing on the back of the barrels of the locks for which keys are desired should be listed in the requisition, and a single key only should be submitted as a sample. The keys for boxes furnished by the Department are of different styles and it is important that a sample key be submitted which will be returned with the keys ordered. Requisition for duplicate and extra keys must be accompanied with remittance to cover the cost of the keys at 22 cents each. Broken and worn-out keys, if sent to the Bureau of Finance, Division of Postal Finance, will be replaced without charge to the postmaster.

When cash is enclosed with a key requisition it must be registered.

Local mechanics are not permitted to manufacture keys for delivery boxes in any post office.

Keys Which May Be Used

24. Postmasters shall not permit renters of lock boxes and drawers to use any keys except those regularly issued through the post office.

Return of Keys by Box Holders

25. Renters of lock boxes and drawers to whom keys are issued shall be required to return them whenever the boxes or drawers are surrendered.

When for any reason a box outfit or portion thereof is no longer used, a call must be issued immediately by the postmaster to all key holders to present within 60 days all their keys belonging to such equipment, during which time he will refund the deposits of all who comply therewith. The amount of all key deposit funds remaining after 60 days must be reported to the Bureau of Finance, Division of Postal Finance, for instructions as to disposition. A new key and key deposit account must be opened when a new equipment is installed.

Refund should be made of the amount actually deposited for each regular key presented, but in no instance shall the amount refunded exceed 66 cents. Because of the increase in the key deposit rate from 20 to 22 cents each, care must be taken to see that the amount refunded for each surrendered key is the amount actually deposited for that key, in order to prevent discrepancies in the key funds. As amounts paid by box holders at the time of filing their applications for extra keys on Form 1094 are used to purchase the keys, such amounts are not available for refund when the keys are surrendered.

When outstanding keys cannot be recovered from holders of boxes which are no longer in use, the locks to such boxes must be changed before the boxes are assigned to other applicants.

Boxes Having Combination Locks

26. Before lock boxes having combination locks are rerented to other patrons the combinations shall be changed.

CHAPTER XI

Registered Mail—Domestic

Art.	Art.
2. Matter which may be registered.	59. Preparation for dispatch.
3. Air mail registry service.	63. Method of dispatch.
4. Registry fees and surcharges.	66. Rotary-lock pouches and sacks.
6. Declaration of value.	89. Iron- and brass-lock pouches and sacks.
7. Matter of unusual value.	92. Lead-seal sacks.
8. Preparation for registration.	93. Registered jackets.
18. Mailing receipt and office record.	101. State pouches, sacks and jackets.
21. Endorsement and numbering.	102. Dispatching and routing.
23. Postmarking.	119. Withdrawal or recall of matter.
24. Cancellation of stamps.	123. Registered matter in transit.
25. Restricted delivery.	133. Missent, damaged, unsealed articles.
26. Return receipts.	145. Treatment at office of address.
28. Matter intended for registration found in ordinary mails.	169. Delivery of registered mail.
35. Matter entitled to free registration.	204. Forwarding registered mail.
44. Acceptance of matter for registration by carriers.	208. Undelivered and refused matter.
54. Treatment of matter registered by carriers.	214. Miscellaneous provisions.
	217. Records, forms, and reports.

1. Exceptions to the general instructions contained in this chapter may be authorized by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, in the case of domestic mail, and by the Bureau of Transportation, International Service, in the case of international mail, when at particular points or in particular instances the general method is not practicable or advantageous. Postmasters at offices of the first class shall observe the revised registry and bulk billing instructions dated February 1, 1951. Postmasters at offices of the second, third, and fourth classes shall observe the instructions of February 1, 1951, relative to the placing of blue check marks on certain registered mail. At offices which have received other special instructions authorizing exceptional treatment or covering special systems of handling registered mail, the special instructions shall be observed.

MATTER WHICH MAY BE REGISTERED

2. Domestic first-, second-, and third-class matter may be registered. Domestic fourth-class (parcel post) matter also may

be registered if it is sealed and prepaid with postage at the first-class rate. (See art. 17 of this chapter for detailed instructions concerning registration of second- and third-class matter.) Letters in business reply envelopes may be registered without prepayment of the postage, but the registry fee, surcharge, if any, and any fees for special services must be fully prepaid. Sealed domestic registered mail bearing postage at the first-class rate may be sent c. o. d. (See ch. XII.)

AIR MAIL REGISTRY SERVICE

3. (a) Mailable matter for dispatch via air mail shall be accepted for registration upon prepayment of the required registration fee, and any surcharge collectible in addition to the air mail postage. Registered air mail shall be endorsed "Air Mail" and be made up and dispatched in accordance with the registry regulations and be given the most expeditious handling consistent with the safeguards required for registered mail. When registered air mail originates off the route of the air mail service and justifies the use of enclosing equipment, the face of the jacket, or the label of the sack or pouch, shall be endorsed "Air Mail."

(b) The original registration receipts and mailing office registration records of air mail accepted for registration must be endorsed "Via air mail." Postmasters should be prepared upon call to report separately the number of domestic registered articles accepted for transmission by air mail.

(c) All domestic registered mail for dispatch by air on which the air mail rate of postage is paid must be securely sealed against inspection.

(d) Both postage and registry fee must be paid on official registered mail sent as air mail except that no registry fee or postage need be paid on important official mail of the Postal Service when its prompt dispatch is deemed necessary and the matter is of such character as to require registration.

(e) Instructions covering the handling of registered mail in the domestic air mail service were sent to all post offices of the first and second classes. If postmasters at any offices of the third or fourth classes have occasion at times to accept for registration air mail valued in excess of \$5,000, they should make request upon the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mails, for a copy of the instructions.

REGISTRY FEES AND SURCHARGES

4. (a) The registry fees, which are in addition to the regular postage, and the limits of indemnity therefor are as follows:

Indemnity limit	Fee
No indemnity ¹ -----	\$0. 30
\$0.01 to \$5-----	. 40
\$5.01 to \$25-----	. 55
\$25.01 to \$50-----	. 65
\$50.01 to \$75-----	. 75
\$75.01 to \$100-----	. 85
\$100.01 to \$200-----	. 95
\$200.01 to \$300-----	1. 05
\$300.01 to \$400-----	1. 15
\$400.01 to \$500-----	1. 25
\$500.01 to \$600-----	1. 35
\$600.01 to \$700-----	1. 45
\$700.01 to \$800-----	1. 55
\$800.01 to \$900-----	1. 65
\$900.01 to \$1,000-----	1. 75

¹ The minimum registration fee does not provide for indemnification in the event of loss, rifling, or damage, and is applicable only to matter having no intrinsic value, such as correspondence, notices, and the like. Matter having intrinsic value, or involving cost of duplication of contents in the event of loss, rifling, or damage, requires a registration fee in excess of 30 cents.

(b) Where the declared value is \$25 or less, the sender may pay either the registration fee of 40 cents or 55 cents, depending on the amount of indemnity desired in the event of loss, rifling, or damage. If

the fee of 40 cents is paid on mail having a declared value in excess of \$5 but not more than \$25, appropriate surcharges also are applicable.

(c) When the declared value exceeds \$25, the sender is required to pay a registration fee of not less than 55 cents. It is desired to emphasize that the payment of a fee of 55 cents on an article valued in excess of \$25 does not relieve the mailer of the payment of surcharges on the amount in excess of that covered by the registration fee paid, as required by law.

(d) For registered mail or insured mail treated as registered mail having a declared value in excess of the maximum indemnity covered by the registry or insurance fee paid there shall be charged additional fees (surcharges) as follows:

When the declared value exceeds the maximum indemnity covered by the fee paid—

	Cents
By not more than \$50-----	2
By more than \$50 but not more than \$100-----	3
By more than \$100 but not more than \$200-----	4
By more than \$200 but not more than \$400-----	6
By more than \$400 but not more than \$600-----	7
By more than \$600 but not more than \$800-----	8
By more than \$800 but less than \$1,000-----	10

(e) If the excess of the declared value over the maximum indemnity covered by the registry or insurance fee paid is \$1,000 or more, the additional fees (surcharges) for each \$1,000 or part of \$1,000 on articles destined to points within the several zones applicable to fourth-class matter shall be as follows:

	Cents
For local delivery or for delivery within the first zone-----	12
For delivery within the second zone--	14
For delivery within the third zone----	16
For delivery within the fourth zone---	17
For delivery within the fifth or sixth zones-----	18
For delivery within the seventh or eighth zones-----	19

(f) Postage, registry fee, and surcharge, together with the fees for any special services requested, must be prepaid at the time of mailing by means of stamps affixed or metered or permit impressions.

Examples Showing Computation of Surcharges

5. Surcharges are in all cases based on the amount by which the value declared by the

sender exceeds the maximum amount of indemnity prescribed for the registry fee paid. For example:

If the declared value of an article is \$20 and the sender pays the 40-cent registry fee which provides for indemnity up to \$5, the article will be subject to a surcharge based on \$15, the difference between the declared value and the maximum amount of indemnity payable for the 40-cent registry fee. In such an instance a surcharge of 2 cents would be collectible. If the sender pays a registry fee of 55 cents on an article valued at \$20, no surcharge would be collectible since the registry fee provides for indemnity up to \$25.

If the declared value of an article is \$100 and the sender desires to pay the smallest registry fee permissible, 55 cents for articles valued in excess of \$25, a surcharge would be collectible on \$75, the surcharge being 3 cents.

If the declared value of an article is \$1,500 and the sender desires to pay only the 55-cent registry fee, the article will be subject to a surcharge based on \$1,475, which consists of two units of \$1,000 or fraction of \$1,000. If the article is destined for delivery in the second parcel post zone, the surcharge would be 28 cents at 14 cents per thousand or fraction thereof; if addressed for delivery in the fifth or sixth zone, the surcharge would be 36 cents at 18 cents per thousand.

If the declared value is \$1,500 and the maximum registry fee is paid, providing for indemnity up to but not exceeding \$1,000, the article will be subject to a surcharge based on \$500, or 7 cents.

DECLARATION OF VALUE

6. (a) Senders of registered articles are uniformly required by law to declare the full value of the contents at the time of mailing, and neither postmasters nor the Post Office Department are authorized to waive this requirement or to permit or condone any violation or evasion of it. When the full value knowingly and wilfully is not stated at the time of mailing, the article is unmailable, and any claim for indemnity in any amount involving such mail is invalid.

(b) The fact that registered articles may be covered by commercial insurance does not permit the declaration of nominal or uniform values rather than real values, or relieve senders of the obligation of declaring the real value or of paying any required surcharges.

(c) When a postmaster has reason to believe that the full value of a registered article has not been declared as directed by law, he shall require the mailer to furnish additional proof by exhibiting the contents of the article, by producing a copy of the invoice or letter of transmittal describing

the contents, or evidence as to the amount of commercial insurance placed thereon, if any, in order that the true value may be determined, and unless satisfactory evidence is produced of the full value of any article involved (except nonnegotiable securities, etc., which are to be declared for their known or estimated cost of duplication) the postmaster shall refuse to accept the article for registration, in which event the sender must render the article mailable under the requirements of the law before it is accepted.

(d) The following standards are furnished merely as a guide in determining the values to be declared on representative types of registered matter:

(1) Nonnegotiable securities which can be duplicated—the known or estimated cost of duplication, including the cost of an indemnity bond if required. If the cost of duplication of nonnegotiable securities cannot be determined readily, it may be stated by the sender as being 6 percent of the market value.

(2) Certificates of stock, regardless of the manner in which they are endorsed (at present considered as nonnegotiable securities which can be duplicated)—the known or estimated cost of duplication, including the cost of an indemnity bond if required.

(3) Valuable papers, checks, drafts, and other written or printed matter having no intrinsic value—the known or estimated cost of duplication.

(4) Negotiable securities—the market value on the date of mailing.

(5) Internal revenue documentary stamps—the face value of the stamps. (Internal revenue stamps, except documentary stamps, are regarded as not having intrinsic value.)

(e) When a registered article contains matter declared for its full value and matter for which the known or estimated cost of duplication is declared, the total of both shall be declared for surcharge purposes.

(f) Declaration of value is not required if the article is entitled to free registration. However, representatives of the executive departments and other Government institutions who are not entitled to free registration must declare the full value (or the known or estimated cost of duplication in the case of nonnegotiable securities and valuable papers) of the contents of official mail presented by them for registration and pay any required surcharge in addition to the registry fee.

(g) Registry surcharges are collectible on registered articles mailed in Hawaii, Puerto Rico, Virgin Islands, and any other possessions or territory of the United States, except that no registry surcharge is collectible on registered articles mailed in the

Canal Zone which has a separate postal service.

(h) Periodic inquiry should be made at the main office and stations to assure that full values are being declared by mailers and applicable surcharges collected by postal employees. Where it is noted that mailers consistently declare articles to be of nominal value, or of a uniform value, and there is reason to believe that full values are not being declared, the patrons concerned should be fully informed with respect to the requirements of the law.

MATTER OF UNUSUAL VALUE

7. (a) The Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, may specially authorize any postmaster to decline to accept for registration articles which either singly or collectively are known or presumed to be of large value when the articles are addressed to post offices to which the registered matter cannot reasonably be transported without seriously jeopardizing its safety or endangering the lives of the persons handling the mail; or to accept such matter upon condition that it will not be transmitted over the entire route to office of address, but will be sent to the post office nearest or most accessible to the one addressed to which the matter may be transmitted without undue risk, where it will be held for delivery and notice to call issued to the addressee. (See art. 187 of this chapter concerning the holding of registered matter of large value for desk delivery.)

(b) When mail presented to a city, village, or rural carrier or at a contract station or contract branch for registration is of such value that it cannot be accepted without unusual risk, the sender shall be requested to present the matter at a classified station or branch, or at the main office, as designated by the postmaster. When because of local conditions mail of large value is subjected to unusual hazards by being presented for registration at any classified station or branch instead of at the main office, report of the facts in the case should be submitted to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, for consideration.

PREPARATION FOR REGISTRATION

Addressing

8. Each article presented for registration must be addressed legibly and correctly and bear the name and address of the sender. The return address should be placed in the upper left corner of the address side of the envelope or wrapper, but the article should not be refused if the return address appears on the back. Matter indefinitely addressed, or addressed to fictitious names, to initials,

to box numbers or buildings only, or to "owner" or "occupant" followed by street and number without the name of addressee, shall not be accepted for registration. This applies to the names and addresses of senders as well as addressees. See ch. IX, art. 7, as to right to use a trade name.)

Wrapping and Packing

9. (a) Matter presented for registration must be enclosed in an envelope or wrapper of sufficient strength to hold the contents and to withstand ordinary handling and transmission. Postmasters must decline to accept articles for registration enclosed in flimsy envelopes or not wrapped so as to withstand ordinary treatment. No sealed letter or parcel which appears to have been opened and resealed shall be accepted, except as provided in article 157 of this chapter. Postal employees shall not assist in the preparation of matter for registration, either by placing the contents in an envelope or by sealing or addressing it.

(b) Two or more articles tied or otherwise fastened together shall not be registered as one unless enclosed in the same envelope or wrapper.

10. **Window envelopes.**—Window envelopes having no panels covering the openings shall not be accepted for registration. Articles containing nonnegotiable securities or matter of no intrinsic value enclosed in window envelopes, the transparent panels of which are pasted or glued to the envelopes, may be accepted for registration to domestic destinations. When such envelopes are used, indemnity will be paid only for the outright loss of the registered articles. Articles containing matter of intrinsic value enclosed in window envelopes, the transparent panels of which constitute integral parts of the envelopes, may be accepted for registration to domestic destinations. The envelopes must be sufficiently strong to safely carry the enclosures and must not unduly expose the nature of their contents.

11. **Currency packages.**—Paper money not enclosed in canvas sacks should be made up into a compact package, reinforced with a piece of cardboard or like material placed on the top and bottom of the package, and placed within an outer wrapper strong enough to protect the contents, or be enclosed in cloth or linen lined envelopes. Where paper money is enclosed in an outer wrapper, the wrapper must be securely sealed in every part with mucilage or glue, in addition to any approved sealing devices, if used.

12. **Coin and currency sacks.**—Sacks containing coin or currency shall have the lead or other approved seal securely attached to the neck of the sack in such a way that the tag bearing the name and address of the addressee will be securely attached between

the neck and the seal, immediately under the seal. This ordinarily can be accomplished by passing the cord through the eyelet of the tag, the cord being drawn taut and the seal compressed while the tag rests flat on the neck of the sack, between the sack and the head of the seal. When lead seals equipped with a steel pin are used, the pin should not be so long or the neck of the sack gathered together in such a manner as to permit the pin to protrude through the folds of the sack so that a sharp point will be exposed.

13. Merchandise.—P a r c e l s containing merchandise presented for registration must be packed and wrapped in the manner prescribed in chapter IV. Inquiry shall be made to determine whether the contents are fragile and are packed and wrapped in such a manner as to assure safe transmission in the mails. Inadequately packed parcels shall not be accepted. Parcels containing fragile matter must be endorsed "Fragile."

Enclosing and Sealing

14. Letter mail.—Letter mail presented for registration must be securely sealed in every part with mucilage or glue, and the envelopes must be of sufficient strength to protect the contents during transmission in the mails. The use on letter mail of additional sealing devices such as paper strips, wax seals, paper seals, and the like is not encouraged. However, it is permissible to use paper strips (preferably bearing the name and address of the sender) wax seals, or paper seals which are of a distinctive character made of soft, thin paper (*preferably transparent and unglazed*), provided the additional sealing devices are affixed in such a manner as not to interfere with the required postmarks at and over the intersections of the flaps. (See art. 23 of this chapter.)

15. Parcels.—P a r c e l s containing only merchandise may be sealed with mucilage or glue or with plain paper strips, or by a combination of these sealing methods. If sealed only with paper strips, the strips must be of such quality as to seal the parcels completely and securely. *Packages of currency or securities may not be sealed exclusively by the use of paper strips but must first be sealed securely with mucilage or glue.* (See art. 11 of this chapter.)

16. Unacceptable sealing devices.—Letters or parcels sealed only with cellophane or glazed paper strips shall not be accepted for registration.

17. Second- and third-class matter.—(a) Unsealed parcels of second-class matter mailed at the second-class pound rate shall not be accepted for registration. Second-class matter prepaid with postage at the transient second-class rate or the fourth-class rate, whichever is lower, computed on each separately addressed copy or pack-

age of unaddressed copies, may be registered. Third-class matter may be registered upon payment of the third-class rate of postage if unsealed or if sealed subject to postal inspection; postage at the first-class rate is required if sealed without bearing indicia permitting postal inspection.

(b) Second- and third-class matter valued in excess of \$100 and on which a registry fee providing for indemnity in excess of \$100 is paid, must be sealed and first-class postage paid thereon.

MAILING RECEIPT AND OFFICE RECORD

18. An article shall not be considered as registered until it has been accepted and a receipt has been issued therefor. Receipt shall be given the sender at the time each article is accepted for registration. The receipt and the office record shall be completed to show all required particulars. If the article has no value or is not valued in excess of \$5, the notations, respectively, "No Value" or "Not over \$5" shall be entered on the receipt and office record. The declared value shall not be entered on the article itself. When the declared value is not stated because the article is entitled to free registration, the receipt and office record shall be marked "Official". The receipt and office record shall be endorsed "Via Air Mail" or "Fragile" when required.

Temporary Bulk Receipt

19. When a number of articles are presented for registration and the sender is unwilling to wait for the usual receipts, a temporary bulk receipt, Form 3824, may be given, but permanent receipts must be issued as soon as practicable.

Firm Registration Records

20. (a) Patrons frequently presenting an average of three or more articles at one time should be encouraged to use firm registration forms. These forms are supplied without charge. The form must be made out in duplicate by the sender and presented with the articles. The original is retained as a mailing record by the post office and the receipted duplicate returned to the sender. Special authorization to use these forms is not necessary.

(b) Mail recorded by the sender on firm mailing sheets shall, at the time of its acceptance, be carefully checked as to registration numbers, amounts of postage and fees (and surcharges, if any) paid, names and addresses of addressees, etc. Any discrepancies shall be noted on the mailing list retained at the post office and on the receipt issued to the sender.

(c) Firm registration records are furnished in book and loose-leaf (LL) form as follows:

- Forms 3882 and 3882-LL providing for 5 entries.
 Forms 3877 and 3877-LL providing for 15 entries.
 Forms 3881 and 3881-LL providing for 30 entries.

ENDORSEMENT AND NUMBERING

Registry Endorsement

21. All registered matter shall be marked plainly on its face with the regulation rubber stamp "Registered No. ----", and the registration number shall be legibly inserted. The endorsement should be placed in the left portion of the address side of the article near the address or directly above the address. Articles too small to accommodate the official registered number endorsement shall be marked with the letter "R", followed by the registration number. Patrons who present quantities of mail for registration should be encouraged to use envelopes bearing a printed facsimile or proportionate enlargement of the official endorsement.

Registered matter which has not been properly endorsed by the mailing postmaster shall be so endorsed by the first employee noting the irregularity.

Numbering

22. Window registration receipts and the articles they describe shall be consecutively numbered, beginning with No. 1 on the 1st day of July of each year and continuing throughout the entire fiscal year, except that at large offices where, in order to prevent conflict of numbers, the registration series may commence with some number other than 1, and the series of numbers shall be commenced anew as frequently as is necessary in order to avoid excessively large numbers. The use of prefixes, suffixes, and dashes shall be avoided.

The registration numbers used at a numbered station shall be in a series beginning with an even thousand, in which the figure indicating the thousand shall be the same as the number of the station, thus:

Station No. 1----- 1000 to 1999
 Station No. 2----- 2000 to 2999

When a station has exhausted its series, the same series shall be started anew.

Registration numbers shall, as far as practicable, be placed on mail by means of numbering machines (if available), pen and ink, or indelible pencil, and not with ordinary pencil.

POSTMARKING

23. A legible impression of the postmarking stamp shall be placed twice on the back of each letter and other sealed article over the crossing of the upper and lower flaps, even though the required postal charges

are prepaid by means of complete meter impressions printed on or affixed to the address side. In the case of parcels sealed with paper strips, the impression of the postmarking stamp shall be placed on opposite edges of such strips, if practicable. (See article 14 of this chapter.) When the envelope is constructed in such manner that additional impressions of the postmarking stamp will render rifling of the envelope more difficult, such impressions shall be placed across the flaps at the ends of the envelope in addition to those placed over the upper and lower flaps. For the same reason, additional impressions of the postmarking stamp shall be placed on registered packages. The impression of the postmarking stamp shall not be placed on the address side of sealed registered mail unless the article is sealed on the address side. Unsealed registered mail shall be postmarked legibly on the address side. The postmark of the office of mailing shall show the date as well as the office and State of origin.

CANCELLATION OF STAMPS

24. A special canceling device, listed in the current list of supplies for first- and second-class offices, is furnished for the cancellation of stamps on registered mail. Other offices shall use the combined postmarking and canceling stamp, applied so that only that portion which cancels stamps will appear on the address side of the article.

RESTRICTED DELIVERY

25. (a) Upon payment of an additional fee of 20 cents the sender may restrict the delivery of a registered article to addressee only or to addressee or order. The restricted delivery fee shall not be charged on any official matter which is entitled to free registration. When delivery is restricted by the sender, the article shall be endorsed on the address side "Deliver to addressee only" or "Deliver to addressee or order." The word "Personal" does not restrict delivery.

(b) Directions to deliver only to the addressee cannot be observed when registered mail is addressed to the President, Vice President, or ex-Presidents of the United States, heads of departments or bureaus of the Government, Justices of the Supreme Court of the United States, Senators or Representatives in Congress, Governors of States or Territories, or to the diplomatic representatives of governments. Mail so addressed when marked "Deliver to addressee only," or with words of similar import, will be delivered to the addressee or on his written order, and senders of mail so endorsed should be advised accordingly.

RETURN RECEIPTS

Requested at Time of Mailing

26. (a) Upon payment of a fee of 7 cents the sender of a registered article may obtain a return receipt (Form 3811) showing to whom and when the article was delivered. Upon payment of a fee of 31 cents the sender of a registered article may obtain a return receipt showing to whom, when, and the address where the article was delivered. When the sender at the time of mailing requests a return receipt the article shall be conspicuously marked "Return receipt requested" or "Return receipt requested showing address where delivered." Return receipts for registered mail restricted in delivery shall be endorsed "Deliver to addressee only," "Deliver to addressee or order," or "Show address where delivered," as the case may be, immediately below the space for signature of addressee.

(b) The charge for return receipts applies to all registered mail regardless of whether mailed by the public or by any branch of the Government, including post offices. The right to free registration does not carry with it the privilege of obtaining free return receipts.

(c) Return receipts for registered mail requested at the time of mailing shall be filled out at the mailing office and fastened securely to the articles. Receipts found loose in the mails shall be identified with and fastened to the registered articles to which they belong, but if this cannot be done the loose receipts shall be destroyed.

(d) If the sender desires to have the return receipt returned by air mail, postage stamps to cover the rate applicable to postal cards sent by air mail shall be affixed in the upper right corner of Form 3811 and the form endorsed "Return by Air Mail." The office record and the sender's receipt shall be endorsed to show that postage was paid for return of the receipt by air mail. The completed Form 3811 shall be attached to the article with the reverse side showing.

Requested After Mailing

27. (a) Requests for return receipts may be made after the articles have been mailed, but all requests for return receipts showing the address where delivered must be made at the time of mailing. When the sender of a registered article requests a return receipt after mailing, a fee of 15 cents for such service shall be collected, and record made thereof. The postmaster shall prepare a return receipt form and request the postmaster at the office of address to obtain the receipt. Stamps representing the fee shall be affixed to the request and cancelled, and the request and return receipt shall be sent to the office of address.

(b) The postmaster at the office of address shall, if the registered article was delivered at his office, have the receipt completed and transmitted direct to the sender, and file the request of the mailing office, or transmit it promptly to any other office to which the article may have been forwarded.

(c) First- and second-class offices may record requests for return receipts after mailing on an improvised form, such as the registry dispatch book, Form 3851, or Form 3867, Record of Registered Matter Received for Delivery, in lieu of noting such action on the original registration receipt. When loose sheets are used as an improvised record the sheets should be consecutively numbered so that all of them will be accounted for. The only particulars necessary on an improvised record are the date of mailing, registration number, and amount of fee paid for the return receipt. This information will make it possible to connect the transaction with the original mailing office record if necessary. At offices of the third and fourth classes this data should be entered on the original mailing office record.

MATTER INTENDED FOR REGISTRATION FOUND IN ORDINARY MAILS

Removal From Ordinary Mails

28. When any domestic article marked to indicate that the sender desired it registered is found in the ordinary mail, it shall be removed therefrom and registered, whether or not any postage is affixed thereto or the name and address of sender is shown. The employee who actually registers the article shall mail a registration receipt to the sender with cautionary notice, Form 3892, regarding placing in the ordinary mail matter intended for registration. (See detailed instructions which follow concerning treatment at offices of mailing and address, and in transit.)

When Found at Mailing Office

29. The postal employee who removes the article from the ordinary mail shall endorse it to show when and by whom it was found in the ordinary mail and its condition if other than good. If the article is in bad condition, it shall be repaired or reenclosed. The records of the mailing section shall show the names and addresses of sender and addressee, when and by whom it was removed from the ordinary mail, and condition if other than good.

Registration

30. The employee who actually registers the article shall receipt for it to the mailing section and mail a registration receipt to the sender with Form 3892, notice regarding placing in the ordinary mail matter in-

tended for registration. The registration receipt and the office registration record shall show the particulars usually required, and, in addition, the total amount of stamps borne by the article, the amount of deficiency, if any, to be collected upon delivery, and its condition if other than good. The office registration record shall show by whom the article was removed from the ordinary mail. The amount of any deficiency shall also be noted on the article.

Information From Sender

31. When, without unduly delaying the dispatch of the article, the sender can be reached, information shall be obtained showing the value of the contents of the article and any deficiency shall be collected. If this would unduly delay the dispatch of the article, and it bears stamps sufficient to pay at least the postage necessary to permit the dispatch, it shall be rated with the deficiency and dispatched. If sufficient postage has not been paid to permit dispatch of the article, and the name and address of the sender are known, the postmaster shall ascertain from him the value of the article and collect the required charges. If the name and address of the sender are not known, the postmaster shall advise the addressee of the article so that he may furnish the necessary charges for its forwarding if he so desires.

When Not To Be Registered

32. When after due notice any sender continues placing in the ordinary mail articles intended for registration, they shall be endorsed at mailing, but not at other post offices, "Not in the registered mail," and dispatched as ordinary mail. Report of such action shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, concerning domestic articles, or to the Bureau of Transportation, Division of International Service, concerning articles addressed to foreign countries.

When Found at Post Offices in Transit

33. If an article marked to indicate that the sender desired it registered is found in the ordinary mail at a post office while in transit, it shall be removed therefrom and dispatched to destination as registered matter. If it bears the name and address of the sender, a registration receipt shall be mailed to the sender with Form 3892, notice of caution against depositing in the ordinary mail matter intended for registration. The postmaster at sender's address shall be furnished a description of the letter in order that he may collect any required surcharge from the sender.

Postal employees who notice at points other than the offices of mailing that any sender frequently places in the ordinary mail matter intended for registration shall re-

port the fact, through proper channels, to the postmaster at the mailing office.

(See arts. 152 to 161 of this chapter as to treatment of registered matter found in the ordinary mail.)

Records at Delivery Office

34. The records of the post office of delivery shall show, in addition to the usual particulars, by what office the article was removed from the ordinary mail and the amount of any deficiency collected upon delivery.

MATTER ENTITLED TO FREE REGISTRATION

Post Office Department

35. Official mail of the Post Office Department may be registered without charge. However, official matter relating to the Postal Service must not be registered unless necessary.

When a remittance of funds is registered, the package shall be prepared as follows:

(1) If in bulk small enough, the money shall be enclosed in a strong envelope such as the Department provides expressly for the purpose, which shall be sealed securely and addressed. If the remittance is of such character that the envelope alone will not carry it safely, the funds shall be wrapped in material strong enough to carry them, the wrapper sealed, and the remittance then enclosed securely in the official penalty remittance envelope.

(2) If the remittance consists of coin in bags or currency in packages too large for enclosure in the official remittance envelope, the bag or package shall be rewrapped with strong paper, and this additional wrapper thoroughly sealed. An official remittance envelope shall then be pasted thereon in such manner as to expose the address.

Census Bureau

36. Matter of any class relating to the census and addressed to the Census Office or to any official thereof, and endorsed "Official Business, Census Office," may be registered if necessary, without payment of a registration fee.

Naturalization Matter

37. Matter of any class relating to naturalization, including duplicate papers required by law or regulation to be sent to the Immigration and Naturalization Service by clerks of State or Federal courts addressed to the Department of Justice or the Immigration and Naturalization Service, or to any official thereof, and endorsed "Official Business," may be registered if necessary, without payment of a registration fee.

Postal Union of the Americas and Spain

38. Correspondence of the members of the Diplomatic Corps of the countries of the Postal Union of the Americas and Spain stationed in the United States is reciprocally transmitted in the domestic mails and is entitled to free registration, but without any right to indemnity in case of loss. The same privilege is accorded consuls of such countries stationed in the United States, and vice consuls when they are discharging the functions of such consuls, for the exchange of official correspondence among themselves, and for that which they direct to the Government of the United States.

Civil Service Commission

39. Letters or parcels relating exclusively to official business of the Civil Service Commission, Washington, D. C., and addressed thereto, when presented for mailing by members of local boards of examiners of the commission located permanently in the various cities, shall be accepted. Postmasters shall place such articles under the authorized official penalty envelopes or labels and in their official capacity register them free, as from the postmaster to the Commission. If desired, the postmaster shall give the official from whom the matter is received an informal receipt.

Currency for Redemption

40. (a) Postmasters are authorized to register without payment of the registration fee all letters containing coins or other currency of the United States addressed to the Treasurer of the United States for redemption; and the postmaster at Washington, D. C., shall register, in like manner, without charge, all letters containing new currency returned by the Treasurer for currency redeemed. No postal indemnity is provided for articles on which the registry fee is not paid.

(b) When a letter containing currency to be sent to the Treasurer of the United States for redemption is offered for registration, the postmaster shall require the contents to be exhibited to him and a list furnished giving a detailed description of the money to be remitted. In the case of coins, the number and denomination of pieces will be sufficient; but of other currency the letter, serial number, date, and denomination of each note shall be given. The list shall be carefully compared with the money to be remitted, and when found correct shall be filed with the postmaster. The money shall be enclosed and the letter sealed in the presence of the postmaster, who, after postage is prepaid at the first-class rate by the sender, shall mark plainly upon the envelope the words "Accepted without registry fee under section 58.13, P. L. & R.," issue the usual registry receipt therefor, and treat it as any other registered letter.

Official Matter Mailed at Washington, D. C.

41. (a) Official domestic matter mailed by any executive department or bureau thereof, or independent Government institution, located at Washington, or by the Public Printer, which requires registration may be registered free. This applies to such matter only as is registered at the seat of government. Government officers located at Washington, D. C., whose official mail may be registered free there, may have such mail registered free elsewhere when they are temporarily away from Washington; but not those officers who are permanently away from that city, or who are engaged in field service for their respective departments. Matter entitled to free registration by officers or employees of the Government temporarily absent from Washington should be endorsed over their signatures with the words "Temporarily absent from Washington, D. C."

(b) Specially printed envelopes and labels may be used in the preparation and dispatch of official registered matter. The rubber registration stamp need not be used on registered official mail under cover of such specially printed envelopes or labels, but such mail not under cover of these envelopes or labels shall be marked "Registered."

Miscellaneous Provisions

42. Free registration is not accorded to mail of the legislative or judicial departments nor to that of a State government or any of its branches.

Official Matter Weighing in Excess of 4 Pounds

43. (a) Official matter not entitled to be mailed free under the penalty privilege if it exceeds 4 pounds in weight, may be accepted for registration if postage at the fourth class rate in addition to the registry fee and surcharge is paid. Such official matter intended for registration should be sealed if practicable.

(b) No indemnity is paid on official matter upon which postage, fee, and surcharge, if any, have not been paid. Official mail on which a registry fee is required is also subject to the payment of surcharges.

ACCEPTANCE OF MATTER FOR REGISTRATION BY CARRIERS

44. City, village, and rural carriers, and clerks in charge of rural stations shall accept matter for registration and be governed in the acceptance, handling, and delivery of registered matter by the instructions governing postmasters and other postal employees, except as otherwise provided in this chapter.

Carriers Held Responsible

45. No unauthorized person shall be permitted to have access to registry records or registered mail while in possession of a carrier. Carriers will be held responsible in case of the loss or depredation of registered matter while in their custody.

Must Not Assist in Preparation

46. Carriers shall not address matter tendered for registration, nor place contents in envelopes or seal them; but may act as agents of patrons, without remuneration, to enclose money orders procured for the remitters in addressed envelopes furnished by senders for the purpose, and seal or present the same for registration at the office or station to which they are attached.

Forms To Be Used

47. Each carrier shall be furnished one carrier's registration book (Form 3896), and an adequate supply of registry notices (Form 3849). When out on their routes, carriers shall have with them the required registry forms, and immediately upon accepting a letter or parcel for registration shall give the sender the prescribed receipt therefor.

City or village carriers on routes where mail is seldom, if ever, presented for registration may be relieved, in the discretion of the postmaster, from carrying registration books.

The clerk in charge of each rural station shall be supplied with a window registration book (Form 3805), a registry delivery book (Form 3850), registry return receipts (Form 3811), and registry notices (Form 3849).

If a carrier loses his registration book or is unable to account satisfactorily for a missing receipt, the facts shall be reported immediately to the post office inspector in charge of the division in which the post office is located.

Registration by City and Village Carriers

48. Acceptance of mail for registration by city and village carriers is limited to residential districts, and to letter mail and small packages which are not cumbersome on account of size, shape or weight, provided such registration does not interfere with other duties of the carriers.

Registration by Rural Carriers

49. Rural carriers shall register any matter proper for registration which may be offered to them, handle registered mail in transit over their routes, and deliver such mail to patrons on their routes, issuing and taking the necessary receipts on the forms prescribed.

50. *When found in rural box.*—When a rural carrier finds in a rural box an accept-

able letter or parcel marked for registration bearing name and address of sender, with sufficient stamps affixed to pay postage, registry fee, and any required surcharge, or money to pay for same, he shall at once register the article, and, if the sender is a patron of the route, leave the registration receipt in the box. If the sender is not a patron of the route, the registration receipt shall be mailed in a penalty envelope to his address. The same procedure shall be followed if the article is marked to indicate that the sender desired it to be registered, even though it does not bear the name of the sender or sufficient postage is not affixed.

51. *For delivery on route.*—When a rural carrier accepts for registration a piece of mail addressed to a patron residing on a portion of the route over which the carrier is to pass before returning to the post office or station with which he is connected, he shall endeavor to effect its delivery before reaching the office or station, making the usual entries in the registration and delivery records and obtaining proper receipt for the article, which receipt shall be filed at the post office or station. Postage stamps affixed to any such registered article shall be canceled by the carrier at the time delivery is made. The carrier's record shall be marked to show how the piece was disposed of, and signed by the postmaster or station superintendent.

Treatment When Found Unmailable

52. When a piece of matter accepted for registration by a carrier is found to be unmailable and the irregularity can be properly corrected by the sender without taking the article from the carrier's custody, the sender shall be permitted to make such correction. It shall then be taken to the distributing post office or station for dispatch without requiring the payment of additional postage, registry fee, or surcharge. Corrections so made shall be noted on the sender's original receipt and on the office records. If an unmailable piece of matter cannot be rendered mailable by the sender while in the custody of the Postal Service, it shall be returned to him with a statement of the reasons for its rejection, and the sender's registration receipt endorsed across the face "Returned to sender" with reason therefor. When mail is returned to the sender in this manner the carrier shall receipt for it to the post office by signing his name and number under the endorsement "Returned to sender," take the sender's receipt on the proper form, and request the sender to surrender the original registration receipt. The original receipt shall be endorsed "Returned to sender," signed by the carrier and pasted on the edge of the stub in the carrier's registration book.

Numbering Matter Registered by Carrier

53. (a) All mail registered by carriers and the registration receipts issued therefor shall be numbered by them in consecutive series, consisting of 100 numbers for each carrier, beginning on July 1 of each year and continuing throughout the fiscal year. The numbers of articles registered by each city, village, and rural carrier shall correspond in "hundreds" with the series assigned to the carrier according to his number. The first registration number in each carrier's series shall be represented by each carrier's number followed by two ciphers. For example:

Carrier No. 1___ 100 to 199, inclusive.
 Carrier No. 5___ 500 to 599, inclusive.
 Carrier No. 10___ 1000 to 1099, inclusive.

(b) This cycle series of numbers shall be used as the dispatching number for city and rural carrier registrations by the post office or station to which the carrier or route is attached.

(c) At large offices where it is impracticable to assign a separate cycle to each city carrier, one distribution series may be utilized at the time office or at stations for all city carrier registrations; but the receipts in the city carriers' registration books shall be numbered consecutively, each commencing with No. 1 and continuing throughout the book. The articles registered by carriers shall bear registration numbers corresponding with those on the receipts issued to the senders. Upon return of the carriers to the main office or station, the articles shall be given registration numbers from the main office or station series and the carriers' numbers on the articles shall be crossed off lightly. The carriers' registration books and the office records shall show both the registration numbers under which the articles were accepted by the carriers and the numbers under which the articles were dispatched.

(d) When a carrier has exhausted his series of numbers, the same series shall be started anew without regard to date and continue in this manner until June 30 of each year.

(e) Each carrier shall number consecutively the registration books used by him during any fiscal year, beginning with No. 1.

TREATMENT OF MATTER REGISTERED BY CARRIER**Checking Carrier Registrations**

54. Immediately upon returning to the post office or station after serving his route, each carrier shall deliver all matter accepted for registration (except that which was delivered en route) to the postmaster or authorized representative, who shall check the matter and any postage, fees, or sur-

charges collected by the carrier against the record in the book and give the carrier a receipt therefor at the time.

Examination of Articles Accepted

55. All articles registered by carriers shall be examined to see that all mailing requirements have been complied with. After the matter has been found acceptable the office record thereof shall be completed.

Return of Excess Cash Received

56. Any cash in excess of the amount required to pay postage, registry fee, and any required surcharge shall be handed to the sender on the carrier's next trip or enclosed in an envelope and deposited in the sender's mail box. The amount required shall be noted on the office record by the receiving postmaster or authorized employee directly beneath the amount received, as written by the carrier, the subtraction being made so as to show the amount received and the amount returned to the sender.

Office Records of Carrier Registrations

57. The carbon copies of the sheets taken from the carrier's manifold registration books (Form 3896) shall be filed in the post office according to dates, the most recent on top, and shall be the permanent office record of articles registered by carriers attached to a post office or station. The window registration book shall not be used for recording such matter. Form 3807 or Form 3806-S shall be used as the office record of registrations by rural carriers when "quick-receipt" Form 3897 is issued. The office record of registered articles handled by carriers shall be compared and checked frequently to see that each article is properly accounted for.

Dispatch Over Rural Routes

58. Registered articles dispatched over a rural route to other offices or stations shall not be enclosed in iron-lock pouches but shall be handed to the carrier outside of the pouch, hand-to-hand receipts being obtained from the carrier on Form 3850 or other approved record. Receipts shall be taken by the rural carrier from the postmaster or other postal employee to whom the registered articles are delivered and such receipts shall be retained by the carrier. Form 3830 (Registry Dispatch Receipt Card) ordinarily should be used for this purpose.

PREPARATION FOR DISPATCH**Correction of Address Before Dispatch**

59. (a) When a receipt has been given inadvertently for a registered piece which, before dispatch, is found to be unmailable, either because of noncompliance with requirements or because it is addressed to a place not listed in the Official Postal Guide

as a post office, the sender shall be notified and permitted to take appropriate action. In case the sender is a local resident and does not respond to the notice within 3 days, the article shall be endorsed appropriately and returned to him as registered mail. In case the sender is not a local resident, a reasonable time shall be allowed to permit an answer to the notice.

(b) Incorrect addresses, as to destination only, on registered articles which were mailed at stations and erroneously sent to the main office, may there be corrected upon the written request of the sender, verified by the superintendent of the registering station. All records and receipts given for the articles shall be changed to cover the new addresses.

(c) Unmailable registered articles for which receipts have been given shall not be allowed to leave the custody of the post office for correction of address or otherwise, unless the formalities for withdrawal before dispatch are fully complied with or unless the articles are regularly returned to the senders as registered mail.

Billing for Dispatch

60. General.—All registered letters, parcels, and jackets shall be billed and recorded in the domestic service under the registration number and the name of the post office and the State of origin. All rotary-lock pouches and sacks shall be billed and recorded by lock letters and fixed and rotary numbers and the name of the post office and State (or railway post office) of origin. In billing and recording registered articles the entries shall be made from the articles themselves. The dispatching record, such as the stub of the window registration book, manifold registry dispatch book, or transit book, shall show to whom the registered matter was delivered or dispatched. When all of the required information cannot be furnished, such portion of the description as is legible, together with the name of the post office and State of destination, shall be entered in making the dispatching or transit record.

61. Use of dispatch receipt card and manifold bill.—(a) Registry dispatch receipt card (Form 3830) ordinarily should be used in billing 5 or less articles to be dispatched in pouches or sacks closed with iron or brass locks. In making out registry dispatch receipt cards, the postal employee shall fill in the blanks provided for the return address and shall make the required entries. Transit articles, as well as articles of local origin, shall be entered on the same card. No blanks shall be left between the entries, and after the last entry a diagonal line shall be drawn from the left side to the lower right corner. The receipt shall be postmarked with date of its dispatch.

(b) Manifold registry dispatch bill (Form 3851, 3852, 3853, or 3854) shall be used in the dispatch of registered mail in pouches or sacks closed with rotary locks and in jackets. This form shall be used also in iron, or brass-lock dispatches, when more than five registered articles are dispatched at one time, and if advantageous may be used when an average of but three articles are dispatched. Figures instead of words shall be used on manifold registry dispatch bills and their coupons to show the total number of registered articles dispatched.

(c) When the manifold registry dispatch bill is used, the matter described thereon shall not be reentered in the transit record.

(d) The entries and signatures on registry dispatch receipt cards and manifold bills shall, in every instance practicable, be made with pen and ink. Stamped signatures on such cards or manifold bills or on coupons of the bills may be used only when followed by written signature or name.

62. Extra copies of manifold bills.—When considered advantageous because of saving reentry of registered articles within the post office, or for other reasons, the postmaster at an office of the first or second class may request, through proper channels, that registered mail dispatched to his office in brass-lock or iron-lock pouches be listed on manifold bills, and that two copies of the bill accompany the registered matter. When such requests involve postal transportation clerks, they shall be addressed to the general superintendent of the Postal Transportation Service Division involved. When the requests involve other post offices, they shall be addressed direct to the postmasters at such offices.

METHOD OF DISPATCH

63. Registered mail may be dispatched under rotary-lock pouches and sacks, registered jacket envelopes, State pouches, sacks, and jackets, iron- and brass-lock pouches, and (when specially authorized) lead-seal sacks. Except where otherwise modified the general regulations and instructions relating to the registry system shall apply to these dispatches also. Registered matter and registry dispatch receipt cards must not be dispatched in newspaper or tie sacks except when lead-seal sacks are specially authorized. The lightest equipment practicable must be used. Pouches or sacks shall not be used when a registered jacket will properly carry the matter. (See art. 93 of this chapter.) (See art. 66 of this chapter as to rotary-lock pouches for mail of unusual value.)

Marking Pouch Labels

64. When any iron- or brass-lock pouch or rotary-lock pouch or sack contains reg-

istered special delivery matter, the label of the pouch or sack shall be endorsed "Special Delivery." When it contains registered air mail to be transported over any portion of a route by other than air, the label shall be endorsed "Air Mail."

Hand-to-Hand Receipt

65. (a) Whenever practicable, hand-to-hand delivery shall be made of registered mail in jackets, or in pouches or sacks closed with rotary locks, and receipt taken therefor immediately. When hand-to-hand delivery cannot be made of a rotary-lock pouch or sack it shall be enclosed in an iron-lock mail bag, labeled to the proper office, and have enclosed with it a registry dispatch receipt card or manifold bill describing the pouch or sack by its letter, fixed and rotary lock numbers, as well as office of origin.

(b) Unless it is known that hand-to-hand receipt can be obtained over the entire route, pouches or sacks shall not be filled so that they cannot be enclosed in a No. 2 iron-lock pouch.

(c) In receipting, each jacket, rotary-lock pouch or sack shall be counted as one registered piece in the totals written on the registry dispatch receipt card, or on the manifold bill.

ROTARY-LOCK POUCHES AND SACKS

Employees Authorized To Make Rotary-Lock Dispatches

66. All postal employees in possession of rotary-lock keys are authorized to make and to receive dispatches of registered mail in pouches or sacks closed with rotary locks whenever the quantity or bulk of the registered matter involved justifies the use of the equipment and at least one handling in transit of the registered mail enclosed is saved thereby. Five or more pieces of ordinary size or two bulky pieces which will well fill a pouch or sack will justify the use of the pouch or sack closed with a rotary lock. Rotary-lock pouches or sacks shall be used where the registered mail is of unusual value and its dispatch in a rotary-lock pouch or sack will afford additional protection. (See art. 93 of this chapter as to use of registered jackets.)

Post Offices in Possession of Rotary-Lock Keys

67. All post offices of the first and second classes, postal transportation terminals, air mail fields, railway post offices, highway post offices, certain transfer clerks designated in the schedules of the Postal Transportation Service, certain post offices of the third and fourth classes, independent branches and stations, Navy and Coast Guard mail clerks, and all Army Post Offi-

ces outside the continental United States, including Alaska, are in possession of rotary-lock keys. Third- and fourth-class offices, independent branches and stations, and Army, Navy, Air Force, and Coast Guard mail clerks in possession of rotary-lock keys are listed annually in the October quarterly supplement to the current Postal Guide, and changes in connection with this list are published in the first Postal Bulletin issued each month.

Addressing Rotary-Lock Pouches to Independent Branches and Stations

68. Registered jackets, sacks, and pouches containing mail for delivery at independent branches and stations designated to receive and dispatch registered mail direct must be addressed thereto. The name of the post office to which such branch or station is attached need not appear, except in cases where an independent station is designated by a letter only. If such matter addressed to any independent branch or station is received at the main office or at any other branch office or station, it shall be treated as transit. Any conditions affecting the designation of a branch post office or station as independent should be reported promptly to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Pouching Schedule

69. Registered matter for distribution from an office to which a pouch or sack is addressed may be included in a dispatch of registered mail when the current registry scheme shows that the delivery of the matter will be advanced thereby, or when the general superintendent, Postal Transportation Service, advises that such registered matter may be so enclosed; otherwise, matter enclosed should be restricted to that addressed to the same office as the pouch or sack.

Improper Use of Rotary Locks

70. None but the locks intended therefor shall be used in making rotary-lock dispatches, and these locks shall not be used for any other purpose unless specially authorized. No rotary lock shall be used that is broken or wanting in any of its parts, is imperfect in the operation of its rotary numbers, or is difficult to unlock. Rotary locks of special combinations shall not be used for other than the purposes for which they are specially authorized. Such locks shall be recorded in a manner similar to other rotary locks.

Dispatch Bill

71. A manifold registry dispatch bill shall be prepared in the prescribed form and sent in each rotary-lock pouch or sack.

Pouching

72. Rotary-lock pouches or sacks shall be inspected and labeled before any articles are placed therein and rotary locks shall be tested before use. Each article shall then be checked against the corresponding entry on the bill, the bill checked against the label of the pouch or sack, and the lock numbers proved correct. The articles shall be tied together in bundles in the order of their entry on the bill, the original of the bill placed under the first registered article tied in the letter package, and the articles placed in the pouch or sack, which shall be immediately securely locked. Should a pouch or sack contain only parcels which cannot be readily tied into a package, the bill shall be placed inside a penalty envelope, marked to indicate that it contains the registry bill, and dropped into the pouch or sack. The requirements of this paragraph as to checking of registered articles with the bill shall be strictly followed. (See art. 102 of this chapter as to witnessing.)

Locking Pouches

73. In closing rotary-locked pouches and sacks the shackle or boom of the lock shall be placed in the top of the staple extending downward. Placing the locks on pouches and sacks in this manner brings the windows of the locks exposing rotary numbers on the top and the fixed numbers of the locks in front of the employee recording or checking them.

After locking, the lock numbers shall be checked against the carbon counterpart of the bill retained in the files of the dispatching office. Employees locking pouches and sacks shall shake the locks, and endeavor to turn the shackle, to make certain that the locks are fastened securely.

Examination of Rotary-Lock Pouches and Sacks Upon Receipt

74. Employees who receive or dispatch rotary-lock pouches or sacks shall carefully examine them for any damage to the pouches or sacks or discrepancy in the lock numbers, and make sure that the pouches or sacks are securely locked. (See arts. 77 and 79 of this chapter.)

Missent Pouch or Sack

75. When a rotary-lock pouch or sack plainly addressed to a post office is missent to another post office, the postmaster shall make proper entry of it on his record, and dispatch it unopened to its address. When a rotary-lock pouch or sack addressed to a railway post office, highway post office, or transfer clerk is missent or has missed connection, it shall be treated in accordance with article 78 of this chapter.

Use of Rotary-Lock Pouches for Transfer

76. Postal transportation clerks, including transfer clerks, and postmasters at offices which are terminals of railway or highway post office runs may reciprocally make hand-to-hand delivery of registered mail in pouches or sacks closed with rotary locks whenever the quantity or bulk of such matter justifies the use of the equipment, in lieu of hand-to-hand delivery of the matter by individual pieces.

Pouch or Sack Damaged in Transit

77. (a) If a pouch or sack in transit is damaged so as to endanger the contents, or if it bears a damaged or defective lock, the receipt given for it shall show such fact, and it shall be opened, the contents repouched, and the bill endorsed "Pouch opened because -----; contents -----" (correct or incorrect, as the case may be, any discrepancy being stated). If the receiving office is not equipped with a rotary-lock key the pouch shall be sent to, or delivered at, the first office having a rotary-lock key and handled as above. A record of the facts shall be made in such case and also an immediate report to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, or to the inspector in charge if the damage involves the mail or indicates a loss. The pouch shall then be forwarded to its destination.

(b) If a new pouch or sack or lock must be substituted, the fact shall be stated on the original bill, and the new lock numbers given.

(c) Upon the arrival of the damaged pouch or sack at an office having a rotary-lock key, the receiving clerk shall withhold his receipt until the contents have been examined and checked with the bill. When hand-to-hand delivery is made, the delivering postal employee shall be present at such examination, and if there is any discrepancy or damage to the contents the receipt shall so state.

(d) When necessary in order to protect the mail or to avoid its being materially delayed, a postmaster or a postal transportation clerk may open the seam of a registered pouch or sack which is so damaged as to endanger its contents, if he is not equipped with a rotary lock key or if the lock attached cannot be opened. A note showing the action taken shall be made on the bill received in the pouch and also on the coupon of the bill, which in such case shall be returned to the post office or railway or highway post office which made up the dispatch, and a note shall be made on the bill to show disposition of the coupon. If any of the registered articles are damaged or missing, report shall be made to the inspector in charge. Pouches and sacks which have been so opened shall be sent, with locks attached, to the Bureau of Facil-

ities, Division of Mail Equipment Shops, for repairs, with suitable report securely attached.

Missent or Mislabeled Pouch Received in Transit

78. (a) When a wrongly labeled or mis-sent rotary-lock pouch or sack, the destination of which is not plain, or one that has missed connection, is received in transit, it shall be recorded in the transit record, the hours of arrival and departure and lock numbers being given. If the receiving office has a key and believes the contents can be expedited, the pouch shall be opened in the required manner, and the bill endorsed "Pouch delivered to this office because -----" (giving the reason). The articles shall be checked and any necessary notations made.

(b) If any of the contents can be expedited, they shall be distributed and dispatched to their destinations, and the coupons of the bill shall be signed, endorsed with reason for opening, and sent to the office making up the pouch. Otherwise, the changed lock number shall be written on the bill, dispatching requirements complied with fully, and after a copy has been made of the bill received in the pouch, the pouch and its contents shall be dispatched to their destination. If any of the contents are missing, article 80 of this chapter shall be complied with fully. The missending or mislabeling of the pouch shall be reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

(c) If a pouch or sack which is addressed to a railway or highway post office has missed connection or has been missent and can be readdressed and dispatched to another railway or highway post office on the same route without the likelihood of delaying any of the contents, this shall be done, the name of the office of origin of the pouch or sack and the name of the railway or highway post office to which it was originally addressed being crossed off, but not obliterated, and the name of the new dispatching office and the new railway or highway post office substituted. On the receipt of such pouch or sack the opening clerks shall mark the coupon to explain how it came into their hands, and proceed in the usual manner.

Opening Rotary-Lock Pouches

79. Checking contents.—Rotary-lock pouches and sacks and lead-seal sacks shall be opened by two clerks where practicable, who shall enter on the bill the hour of opening and verify with the bill the serial letter and the numbers of the lock. The contents of the pouch shall be verified with the entries on the bill and the bill postmarked and signed by the two opening clerks. The clerk actually opening the pouch or sack shall sign on the first line provided on the bill for signatures of receiving clerks. The total

number of registered articles received shall be entered in figures, not in words, on the bill and on the coupon when used.

80. Missing articles.—If any discrepancy or damage is observed, it shall be noted on the bill and coupon, and the coupon shall be postmarked and signed by the two opening clerks and returned immediately to the dispatching unit.

If a depredation appears to have been committed on any of the contents, a report in the manner hereinafter outlined shall be made and the requirements as to lock, seal fastenings, pouch, sack, label, tag, and jacket shall be observed.

If there are entries on the bill for which no corresponding articles are found and a probable loss is indicated, the facts shall be reported immediately to the dispatching unit by telegram and by letter. The pouch or sack, with lock or the seal fastenings, shall be held out of service. The label or tag, or registry jacket, if used, shall be endorsed by the opening clerk and witness, and shall also be retained. The equipment shall be marked for identification and held until the discrepancy is satisfactorily explained or instructions are received from a post office inspector to release it. Unless the dispatching unit finds the piece on hand or finds that it was billed and dispatched to a unit other than the one reporting the discrepancy, an immediate report shall be made in the manner outlined above.

Postmasters shall report above discrepancies to post office inspectors in charge and postal transportation clerks to district superintendents.

81. Discrepancy in lock numbers.—In the event of a discrepancy between the serial or rotary numbers of the lock and the bill an inquiry shall be made immediately of the dispatching unit. The lock shall be withheld from use until information is received explaining the discrepancy.

82. Articles not billed.—When there are articles in the pouch for which there are no entries on the pouch bill, they shall be entered on the bill with a note of explanation and the particulars stated on the coupon. Missent articles shall be promptly transmitted to their destination, and the requirements of article 133 of this chapter observed.

83. Report of irregularities.—Any irregularities noted in connection with the dispatch shall be reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail. (See art. 150 of this chapter as to pouches, sacks, and jackets unaccompanied by registry dispatch receipt card or manifold bill.)

84. Coupons of bills.—Coupons of manifold pouch or jacket bills shall be returned to the dispatching office covering dispatches of registered mail received in iron- and brass-lock pouches, dispatches to and from Army or Navy post offices located outside

the United States proper, and in all cases where discrepancies or irregularities are noted.

Coupons of manifold pouch or jacket bills covering dispatches of registered mail in rotary-lock pouches or jackets made within the United States proper shall not be returned except where discrepancies or irregularities are noted.

Discrepancies shall be noted on bills and coupons used to notify dispatching offices of such discrepancies, care being taken to fill in the blank spaces on the coupon with corresponding data on the bills.

85. Failure to report irregularities.—When the receiving employee fails to send notice of irregularities or discrepancies, the absence of the notice shall be regarded as evidence of the receipt of the contents of a registered pouch, sack, or jacket as billed, until the contrary is shown.

86. Use of pouch bill at receiving office.—At receiving offices the bills shall be used for checking and indicating the distribution of the articles within the office. Each entry showing such distribution shall be signed with the initials of the clerk who makes it and who records the articles on any other registry record. The pouch bills, after being checked, shall be filed. Registered articles received accompanied with manifold bill need not be reentered when the incoming bill can be utilized advantageously and properly to show record and dispatch of the matter.

87. Nonreceipt of pouch.—In case of the nonreceipt of any rotary-lock pouch or sack listed or scheduled, the receiving postmaster shall immediately telegraph notice of it to the sending postmaster, who, if the discrepancy is due to a clerical or other remediable error, shall make an immediate explanation by letter to the receiving office. In similar cases postal transportation clerks shall make a telegraphic report to their district superintendent, who, if the shortage is due only to clerical or remediable error, shall in turn inform the office or railway or highway post office of address by letter. If the discrepancy is such as to indicate to the dispatching office that a loss or miscarriage has occurred, the fact shall be reported immediately by postmasters and district superintendents of the Postal Transportation Service, by telegraph, to the inspector in charge of the division in which the sending office is located. (See art. 80 of this chapter.) Such reports may be made by telephone when less expensive, or in case of great emergency. All messages by telegraph or telephone shall be confirmed immediately in writing.

Should the matter later arrive at its destination, or should discovery of its whereabouts be made otherwise than through such procedure, the postmaster first obtaining

such information shall promptly communicate it by letter to the officers mentioned.

The procedure for reporting nonreceipt of a pouch shall be pursued whenever an entire dispatch fails to arrive at destination when due, unless the postmaster shall have positive information that it has been unavoidably delayed.

88. Care of locks and keys.—Registry locks and keys shall be given special care. Rotary locks shall not be tampered with nor exposed to injury or loss. When a pouch or sack is opened, the lock shall be placed in the safe, if there is one, of the registry section at once and kept there until needed. Unless otherwise authorized by the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, rotary-lock keys shall be attached to the safe by a chain, and may be detached therefrom only by the postmaster or the clerk in charge, or by a post office inspector when he may require it.

(See ch. VIII, arts. 17 to 21, as to requisitions for rotary locks and disposition of surplus rotary locks.)

IRON- AND BRASS-LOCK POUCHES AND SACKS

Makeup and Pouching

89. Registered articles, size and shape permitting, when dispatched in iron- or brass-lock pouches shall be tied on top of the local or No. 1 working package of ordinary mail. The registry dispatch receipt card or manifold bill shall be placed on top of the registered articles in the package immediately under the facing slip label, which shall be turned under in such manner as to leave the word "Registers" on the card or bill prominently exposed. In the absence of a local or No. 1 working package, registered matter shall be placed in an unsealed jacket as a container, and the receipt card or manifold bill securely attached to the outside of the jacket. Registered letters must be placed on top of the local or No. 1 working package, if there is such a package, even though there are other registered articles included in the dispatch which cannot be tied in the package. Articles which cannot be tied with the ordinary mail on account of size or shape shall be enclosed if possible in unaddressed, unnumbered, and unsealed registered jackets, used merely as containers; otherwise they shall be placed loose in the pouch. The unsealed jacket shall be closed securely with clips or string so that the articles will not become loose in the pouch. Registered articles which on account of their size or for other reasons cannot be placed in the pouch may be dispatched as "outside" pieces. (See art. 104 of this chapter.)

Registered matter shall not be included in a city package unless enclosed in a direct pouch for the city addressed, nor in a State package of ordinary mail.

Entry of Loose and Outside Pieces on Dispatch Bill

90. The entry on the manifold bill or registry dispatch receipt card of any registered article which is not included in the local or No. 1 working package or in the unsealed jacket as prescribed, shall be preceded by the letter "L" (loose in pouch) or "O" (outside of pouch), as may be appropriate. When registers are dispatched outside of or loose in an iron- or brass-lock pouch the destinations of these registers shall be shown on the registry dispatch receipt card or manifold bill, in addition to the other particulars required.

Brass-Lock Pouch Service

91. (a) When so ordered by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, registered mail service between post offices where the service is mainly over star routes shall be performed by direct exchange in pouches locked with special brass locks.

(b) Brass-lock pouches shall not be exchanged with any other than the first brass-lock post office on the route and the registered mail shall be billed to that office. Ordinary through mail may be dispatched with registered mail in such pouches when it does not interfere with the proper handling of the registered matter.

(c) Brass locks shall not be used on pouches sent to offices not authorized to exchange brass-lock pouches. If, however, a postmaster not so authorized receives a mail pouch secured with a brass lock and labeled to his office, he shall cut the stitching of the seam and properly dispose of the contents of the pouch. In every such case the brass lock and pouch shall be returned to the office from which received and the postmaster who used it improperly shall be notified. Registered mail should be placed in one pouch if possible, but when more than one pouch is required for any one dispatch, unnecessary division of the registered mail should be avoided by placing it in as few pouches as will contain it.

(d) When registered mail is dispatched in more than one pouch, separate registry dispatch receipt cards or manifold bills shall be enclosed in each pouch; and a note shall be made at the foot of each such card or on the bill specifying the number of pouches sent, as follows: "----- brass-lock pouches sent by this dispatch."

(e) When a brass-lock pouch labeled to some other office is brought to a brass-lock office, it shall be opened at once and the enclosed registered articles checked against

the entries on the registry dispatch receipt card or manifold bill and endorsed as to condition if damaged, and recorded in the transit record when required. The card or bill shall be endorsed "Pouch delivered at this office because of (giving the reason); contents (correct or not, as the case may be; but if incorrect, the details shall be given)." This endorsement shall be signed by the opening employee and postmarked with the date and the name of the office. A new registry dispatch receipt card or bill, returnable to the office at which prepared, shall be dispatched with the registered articles to the post office for which the pouch was originally intended.

(f) If a properly labeled brass-lock pouch is left by mistake at an office having no key to open it, it shall be forwarded unopened to its destination by the next mail.

(g) Where brass-lock pouch dispatches have been authorized between a post office and a railway post office or a highway post office, or between railway or highway post offices, a record (similar to that made of iron-lock pouches) shall be made by all persons handling the brass-lock pouches, showing the number of pouches received and dispatched, the offices of origin, and the offices to which the pouches are addressed.

(h) Brass locks and keys shall as far as possible remain in the custody of one person in the office, and a record shall be kept that will show beyond question who had possession of a key on any given day. When not in actual use, the brass-lock keys shall be attached by a chain to the inside of the safe.

(i) If more than the usual number of brass-lock pouches are received at one time from any post office, the extra locks shall be returned, without registration, to the sending office by the next mail.

LEAD-SEAL SACKS

92. In authorized cases whenever the quantity or bulk of registered mail justifies, it may be dispatched in lead-seal sacks in lieu of, or in accordance with, the instructions governing rotary-lock pouches and sacks and jackets.

REGISTERED JACKETS

When To Be Used

93. (a) Registered paper jacket envelopes shall be used in the dispatch of five or more, or when practicable in the dispatch of three or more registered articles addressed to or intended for distribution by the same post office, or postal transportation unit, when at least one record and handling of the articles in transit will thereby be saved. Jackets shall also be used in making dispatches of three or more reg-

istered articles over a star route when their handling and recording as single pieces at one or more intermediate offices will be saved.

(b) Postmasters at offices in Alaska shall use jackets in the dispatch of one or more letters or small sealed parcels, when the method of handling in transit or the conditions of its transmission justify the use of jackets in order to give greater protection to the mail.

(c) When applicable, the rules governing rotary-lock pouches and sacks shall be observed in the opening and closing of registered jackets; in other respects the treatment of jackets shall be as prescribed for registered letters and parcels, except as modified herein.

Preparation of Jacket

94. All domestic registered articles to go by the same mail to the same office shall, if practicable, be enclosed in the same registered jacket and entered on the same manifold bill. The jacket shall be sealed and plainly postmarked twice over the crossings of the upper and lower flaps. The number of the registered jacket shall be entered on the dispatching record. When made up for a railway post office, its name and the train number shall be given in the address on the jacket.

Separate registered jackets shall be used for domestic and international mail. Jackets containing mail for United States naval vessels, or the Canal Zone shall be marked "Naval mail," or "Canal Zone," respectively.

Jackets containing fragile, special delivery, or air mail articles shall be so endorsed on the address side immediately above the address.

Numbering Jackets

95. Jackets shall be numbered consecutively, beginning with No. 1 on July 1 of each year and continuing throughout the fiscal year, unless it is found expedient at larger offices to commence the series anew at another time. The numbering of jackets shall be without regard to the numbers on the articles enclosed in them.

Misdirected or Unaddressed Jackets

96. When a misdirected or unaddressed registered jacket (except one containing postage stamps, stamped envelopes, or postal cards, which shall be treated as required by art. 137 of this chapter) is received at a post office or railway or highway post office, it shall be opened and the contents verified in the presence of two witnesses, when practicable, who shall certify on the bill and jacket whether the contents were found correct as billed. If it is found that any of the contents can be expedited they shall be

distributed and dispatched to destinations, the empty jacket filed, and the coupon of the bill signed and endorsed with the reason for opening and sent to the post office or postal transportation unit by which the jacket was made up. The irregularity shall be reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail. If it is found that none of the mail can be expedited, the entire contents shall be reenclosed in the jacket with the bill. Both jacket and bill shall be endorsed to show why the jacket was opened and whether the contents were found correct, and be signed by the opening employees. The jacket and contents shall then be placed in another jacket, properly addressed and endorsed with the name of the original dispatching unit and also with the name of the rejacketing unit, sealed, witnessed, when practicable, and dispatched under the original jacket number. Jackets which upon opening are found to contain mail billed or intended for another office shall be similarly treated.

Missent Jacket

97. When a registered jacket plainly addressed to a post office is missent to another post office, the postmaster shall make proper entry of it on his record, and dispatch it unopened to its address. When a registered jacket addressed to a railway or highway post office or transfer clerk is missent or has missed connection, it shall be treated in accordance with article 78 of this chapter.

Responsibility of Dispatching Employee

98. If a registered jacket is dispatched unaddressed, unsealed, except when used only as a container, or in bad order, and a depredation is committed which cannot be traced to the person committing it, the dispatching postal employee may be held responsible for the loss.

Damaged Jackets

99. Transit registered jackets, damaged or opened by mistake, shall be reenveloped at once where the damage is discovered or the opening occurs. The original jacket shall not be removed or changed, but shall be endorsed with a full statement of the facts, signed by the employee receiving it, and endorsed "Reenveloped at (name of office and State or railway or highway post office)", and postmarked. A new jacket bearing the same number, offices of origin and address as the original jacket, shall be prepared and the original jacket enclosed therein. A record of the facts shall be made in the transit record. If the jacket is opened, the procedure authorized in article 78 of this chapter in connection with wrongly labeled or missent rotary-lock pouches shall be observed so far as practicable.

If a postal transportation clerk is not provided with a supply of registered jackets,

he shall make a proper endorsement and deliver the jacket to the post office at the terminus of his run or to a connecting line or transfer office to be reenveloped. A damaged jacket too large for enclosure in another jacket shall be delivered to the post office at the terminus of the clerk's run and there be rewrapped and treated as prescribed in this article.

Missed Connection

100. When a registered jacket addressed to a railway or highway post office misses connection, it shall be treated in the manner prescribed for rotary-lock pouches by article 78 of this chapter.

STATE POUCHES, SACKS, AND JACKETS

101. When the quantity or bulk of registered mail addressed for delivery in any State or Territory justifies, it may be dispatched in pouches and sacks closed with rotary locks or in jackets, addressed to a State or Territory by name only, in accordance with the following limitations:

State pouches, sacks, and jackets shall not be made up until schemes and instructions have been received from the proper officer of the Postal Transportation Service. They shall be prepared and treated in accordance with the general rules and instructions governing registered pouches, sacks, and jackets, and shall be opened and contents distributed by the authorized postal transportation clerks or authorized post offices only.

Authority to make up State pouches, sacks, or jackets shall not be construed as permitting the exceptional dispatch of registered mail in iron-lock pouches.

Dispatches addressed to offices may be billed and enclosed in the proper State pouch, sack, or jacket, and one or more State pouches, sacks, or jackets may be billed and enclosed in another State pouch, sack, or jacket addressed to the same State, when at least one record and handling in transit is saved thereby.

DISPATCHING AND ROUTING

Witness to Receipt and Dispatch

102. (a) Employees shall handle registered mail in such manner as to be prepared at any time to make affidavit (corroborated by the affidavit of a witness, if witnessing was practicable) that any particular piece was properly dispatched, delivered as a hand piece, or received, and as to its condition.

(b) In every instance when practicable, two employees shall witness the placing of registered mail in jackets, sacks, or pouches, and the immediate sealing or locking thereof; also the opening of incoming jackets,

sacks, or pouches and the removal of registered mail therefrom. At the time registered mail is placed in or removed from jackets, sacks, or pouches the employee and witness shall check each piece against the corresponding entry on the manifold registry bill or registry dispatch receipt card, and shall comply in other respects with the instructions as to dispatch or receipt of registered mail. As evidence of their accountability, the employees shall write their names or initials in the transit, delivery, or other record.

(c) The witnessing shall not be perfunctory and shall not be omitted on the ground of inconvenience or for any other insufficient reason. The witness shall be held to a strict accountability for careful performance of his duties as such.

Pouching, General

103. (a) Registered mail shall not be placed in a jacket, sack, or pouch until the last practicable moment before the equipment is ready to be sealed or locked.

(b) It shall not be delivered to a mail messenger or mail carrier without first being enclosed in a locked pouch, except for articles too large for enclosure.

(c) In dispatching registered mail with ordinary mail the registered matter shall be placed in the pouch at the last practicable moment before the pouch is locked and delivered to the person authorized to receive it. (See art. 111 of this chapter as to dispatch of registered matter in catcher pouches.)

(d) In dispatching and delivering registered mail, it shall be arranged, as far as possible, in the order in which it is entered on the dispatching record or accompanying registry dispatch receipt card or manifold registry bill.

(e) Registered mail shall not be pouched to distant offices so as to pass junction offices without examination and record, except where railway or highway post offices have direct connection with the trains of branch lines on which there is no railway post office service. In this case, when ordered by the proper officers of the Postal Transportation Service, registered mail may be included in direct pouches exchanged between railway or highway post offices and such post offices as are located on the branch lines. When there is sufficient time between the arrival and departure at junctions, the registered mails shall be transferred between the railway or highway post office and branch lines through the junction post office. Unless specially authorized, registered mail shall not be included in pouches that lie over at junction points.

Outside Articles

104. A registered article too large for enclosure in a sack or pouch shall be dis-

patched outside of the pouch, and a hand-to-hand receipt obtained therefor when practicable.

When it is impracticable to obtain a hand-to-hand receipt for an outside piece, it shall be dispatched with the pouch, and the registry dispatch receipt card or manifold bill enclosed in the pouch shall designate the article as an outside piece and show its destination. In such cases receipts may be taken from, and obtained by, the mail carrier or mail messenger for the outside pieces if practicable; otherwise notation shall be made on the dispatching records showing to whom and when the article was delivered, and delivery made in the presence of a witness, if practicable.

Pouching to R. P. O. and H. P. O.

105. On routes over which there is railway or highway post office service, registered matter shall be pouched or delivered to the clerk in charge. It shall not be sent in a direct pouch labeled to a post office on the route, or by a train which does not carry a postal transportation clerk, without special authorization.

106. Hand-to-hand receipt obtained.—When practicable, registered matter shall be delivered direct, and hand-to-hand receipt obtained on the authorized record. When hand-to-hand receipts cannot be obtained, signatures shall be obtained on a registry dispatch receipt card or coupon of the manifold bill.

107. P. T. S. clerks to call at post office for registers.—Postal transportation clerks before leaving a terminal post office shall apply for, receive, and receipt for all registered pouches, sacks, jackets, and single pieces to be dispatched by their lines.

108. Pouching to routes over which there is no R. P. O. service.—On railroad or steamboat routes over which there is no railway or highway post office service, registered mail shall be dispatched in pouches which contain the ordinary letter mail, labeled in accordance with special orders.

109. How dispatched.—Postmasters at offices on railroad or powerboat routes having only closed-pouch service shall place their registered mail in pouches labeled to offices at terminals of such routes, or to junction offices connecting with railway or highway post offices; but registered mail for intermediate offices on the routes shall be included in any direct pouches which postmasters make up for such offices. Where trains on branch lines of railroads have direct connection with railway or highway post offices, registered mail may be included in direct pouches labeled to the railway or highway post office by postmasters at offices located on the branch lines, and be transferred without passing through the junction office, when so ordered by the proper official of the Postal Transportation Service.

110. Bulky or fragile articles for catcher stations.—Bulky or fragile registered articles liable to be damaged or to damage other mail if thrown from moving cars, shall not be sent to railway post office trains which do not stop at the post offices of dispatch or to which the articles are addressed, if they can be dispatched to railway post office trains that do stop at such offices. Postal transportation clerks receiving such registered articles for stations at which their train does not stop shall dispatch them at a station which will permit the most expeditious handling of the matter by another railway post office train, or in charge of railroad employees if no railway post office train stops at the catcher station. In such cases the registered matter shall, if practicable, be enclosed in a locked mail bag addressed to the post office at which it is put off, and the postmaster at that office advised, on a registry dispatch receipt card or manifold bill, of the reason for such dispatch. The bill or receipt shall describe the matter as outside pieces when it is dispatched outside of a locked mail bag. If close train connections or the weight or bulk of the matter make it impracticable to take it to the post office at such place, it may be left at the station in the custody of the railroad company if of nominal value, in which case it should be billed and dispatched to another railway post office train or to the post office of destination.

111. In catcher pouches.—In making dispatches in catcher pouches, registered articles shall be placed in the bottom of the pouch, so that when the pouch is hung the registered mail will be in the portion of the pouch next to the top of the mail crane. Registered mail containing matter of a fragile nature is not to be dispatched in catcher pouches.

112. Failure to catch pouch.—The person who hangs the pouch on the crane shall watch it until it is caught by the passing train. If the pouch is not caught he shall deliver it to the post office and the postmaster shall report immediately the failure, to catch the mail, to the district superintendent of the Postal Transportation Service, giving the probable cause of failure.

Offices on Star or Mail Messenger Routes

113. Postmasters at offices on star or mail messenger routes and at a distance from a railway or highway post office line shall not send registered matter in through pouches direct to a postal transportation clerk if other offices intervene, even though ordinary mail is so sent. Such registered matter shall be sent in the regular way pouch. Registered articles on a star route, except those passing between authorized brass-lock or rotary-lock exchange offices, shall be placed in one locked way pouch.

Postmasters on star routes shall dispatch registered matter by the route which offers

the best security, railway and highway post offices always being preferred.

If unusual delay results from sending matter by one route in preference to another, a report of the facts shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Station Dispatches

114. (a) The instructions governing the treatment and transmission of registered mail at and between post offices shall apply to the treatment and exchange of such mail at and between branches and stations as far as practicable.

(b) When registered matter is dispatched from the main office to a station, and is descriptively recorded on the main-office-to-station bill, it need not be descriptively re-entered on the delivery book or other delivery record at either the main office or station.

(c) Registered jackets enclosing matter directed for delivery at any branch post office or independent station shall be addressed to such office or station. The name of the post office to which such branch post office or independent station is attached need not appear, except when an independent station which is not a branch post office is designated by a letter only.

(d) Registered jackets and rotary-lock pouches addressed to any independent branch post office or independent station, when received at the main office or at any branch office or station other than the one addressed, shall be treated as transit matter; but all such jackets addressed to any branch post office or any station which has not been designated as independent for the receipt and dispatch of registered mail shall be opened at the main office and the contents dispatched to the branch post office or station addressed, accompanied with manifold bill or registry dispatch receipt card.

Navy Mail

115. (a) Registered mail for United States naval vessels shall be made up and dispatched in the same manner as that for domestic destinations. Such mail shall be sent to the post office of address.

(b) Registered jackets for United States naval vessels shall be addressed to the "Navy mail clerk, U. S. S. _____," and endorsed "Navy mail."

(c) Postmasters making up closed registered mails for naval vessels shall enter the same on a manifold bill and enclose the bill with the registered mail.

(d) When hand-to-hand delivery cannot be effected, the exchange of registered mail between United States post offices of final dispatch and United States naval vessels shall be made in the iron lock pouches or sacks containing the ordinary mail, unless rotary-lock dispatches are authorized.

(e) Navy mail clerks shall follow strictly the book of instructions issued by the Post Office Department.

Checking and Filing Dispatch Records

116. (a) Records of registered mail dispatched in iron- or brass-lock pouches shall be filed at a central point in the dispatching unit in post offices and be checked daily to determine whether the dispatches have been satisfactorily accounted for. Such records of postal transportation clerks shall be retained by them and checked as frequently as practicable.

(b) The date of return of registry dispatch receipt cards shall be noted on the dispatch record and the cards filed according to the dates of the dispatches to which they relate. Coupons of manifold bills shall be pasted over their counterparts or, if more advantageous, filed separately after proper notation has been made on the dispatch record.

Reports of losses and failure To Receive Dispatch Receipt

117. (a) When a registry dispatch receipt card or the coupon of the manifold registry bill is not promptly returned when required, a duplicate card or bill, as may be appropriate, shall be sent and the date of such action noted on the record of the dispatching office. On failure thereafter to receive either the original or duplicate card or bill coupon in the time ordinarily required, the procedure prescribed in paragraph (b) shall be followed unless the office to which the dispatch was made was the office of final destination, in which event the matter shall be reported immediately to the inspector in charge in the manner contemplated by paragraph (c).

(b) When a registry dispatch receipt card or manifold registry bill coupon covering an iron lock or brass lock dispatch is returned to the dispatching office or railway or highway post office endorsed to indicate that an article was not received, and it is found that the article is not on hand and was not billed and dispatched to an office other than the one reporting the discrepancy, or if a receipt for the dispatch has not been returned, the postmaster, or district superintendent immediately shall obtain the name and address of the addressee from the office of origin and communicate same to the office of address with an inquiry as to whether the addressee received the article. If the office of address finds that the article was not received by the addressee, that office shall make full report immediately to the inspector in charge of the division in which the dispatching office or railway or highway post office is located, report being made by telegram if there is reason to believe that the missing article was of considerable value.

(c) When the card or coupon is received from the office of final destination, reporting nonreceipt of the article, the facts shall be reported immediately to the inspector in charge of the division in which the dispatch was made, without further correspondence.

Sender's Inquiries for Registered Mail

118. (a) If requested by the sender, the postmaster shall send to the office of address an inquiry regarding the disposition of a domestic registered article, provided a reasonable time has elapsed after mailing and the sender has been advised that the article was not received or has been unable to ascertain that it was received. If the sender desires inquiry sent without compliance with these conditions, he shall pay the same fee as is charged for a return receipt requested after mailing. The stamps representing the fee shall be affixed to the inquiry and canceled by the office making the inquiry.

(b) If the inquiry is returned with the information that the registered article was not received, the provisions of the first paragraph of article 23, chapter XIII, should be complied with, or if a reply is not received within a reasonable time, a detailed report shall be made to the proper inspector in charge.

(c) If the records of the post office of address fail to show the receipt of the article, the postmaster at that office, before returning the inquiry, shall endeavor to ascertain from the addressee whether the article was received by him, either as ordinary or as registered mail, or through any other source. If it is found that the article was received but not entered upon the registry records, it shall be entered and a receipt obtained. Replies to inquiries shall be made promptly and full information given.

WITHDRAWAL OR RECALL OF MATTER

119. A registered article may be withdrawn or recalled by the sender or authorized representative before its delivery, upon identification and compliance with the following:

Before Dispatch

120. The sender shall write on his registry receipt "Withdrawn before dispatch," sign his name thereto, and surrender the receipt. The postal employee shall write or stamp "Withdrawn before dispatch" on the counterpart of the receipt in the registration book or opposite the description on Form 3807, sign his name, and paste the surrendered receipt on the counterpart, or file it if Form 3807 is used; and shall write or stamp the same words and imprint the postmark on the face of the article.

After Dispatch

121. The sender shall file with the mailing postmaster a written request for the return of the article, giving name and full address of sender and of addressee, registry number, and date of mailing. The mailing postmaster shall then request the postmaster at the office of address, by mail or telegraph at the expense of the sender, to return the article, giving the particulars necessary to identify it. The postmaster at the office of address shall return the article by registered mail without additional registry fee.

Records

122. The same records shall be made and receipts taken for registered articles recalled after dispatch as for other registered matter returned to writer, except that the articles and records shall be marked "Recalled." The request of the sender and postmaster for recall shall be filed with a note of action endorsed thereon.

REGISTERED MATTER IN TRANSIT

Transit Record

123. Each office receiving transit registered mail shall record in a transit book, or authorized substitute, all transit registered mail, including missent matter, immediately upon its arrival, unless the matter is accompanied with a manifold bill.

Registered mail of local origin shall be recorded in the transit record, unless it is dispatched with manifold bill or its dispatch is recorded on counterpart of registration receipt.

Endorsement if in Bad Condition

124. The employee receiving a registered letter or parcel, or a jacket, shall examine it carefully, and if it is in bad condition shall note on the envelope or wrapper and on the records a statement of the facts over his signature and office stamp. No "Record of transit" need be made on a registered jacket except at the office of delivery and when the mail is received in bad condition or missent.

If tags used in connection with lead-seal dispatches are torn off in transit, they shall be securely reattached to the mail from which they became separated.

Billing Matter in Transit

125. When a postal employee, upon opening an iron-lock or brass-lock pouch, finds enclosed registered matter addressed to an office, or for distribution by a railway or highway post office, beyond his own, he shall sign and return the accompanying registry dispatch receipt card or coupon of the accompanying bill. He shall then fill out a new registry dispatch receipt card, returnable to his own post office, or a manifold bill if the quantity of mail justifies, and dispatch the articles by the same mail.

Passed Pouches

126. (a) When a postmaster receives and opens a pouch which has been passed because of a defective lock, he shall retain the registered matter for the office or offices passed and enter it in his transit record. When the pouch has been passed on account of a defective key, if the postmaster has reason to believe that the mail is of considerable value, he shall retain the registered matter until he is advised that a new key has been received by the office passing the pouch, and send a registry notice to the addressee, who may call for the registered matter at the office where it is held. If the registered mail is apparently not of considerable value, the postmaster shall return it in a sealed package, by the mail carrier, to the post office by which the pouch was passed. If the pouch was passed on account of defective lock, the postmaster shall return the registered matter for the office passed in the first locked pouch sent to that office.

(b) Postmasters shall make no attempt to have defective mail keys repaired, but shall forward them to the Bureau of Facilities, Division of Mail Equipment Shops for replacement.

(c) When a postmaster is compelled to pass a way pouch unopened to the next office on the route because of defective lock or key, he shall note the fact, the cause, and the date on his transit record and advise the postmaster to whom the pouch is forwarded.

Matter for Transfer Stations

127. In making up registered mail for those offices where separate stations have been established for handling transit registered matter and for the opening of all registered pouches, sacks, and jackets containing transit registered mail, separate registered pouches, sacks, or jackets shall be used for the "city" and "distribution" matter when the quantity of registered mail justifies such action. The pouch labels shall be marked "City" or "Dis.," as may be appropriate.

Records and Receipts for Transfers

128. Receipts.—Clerks opening iron- or brass-lock pouches shall receipt, postmark, and return to the dispatching offices all registry dispatch receipt cards and coupons of manifold registry bills accompanying the registered matter. Records of incoming registered mail shall be filed at a central point in the unit opening the iron- or brass-lock pouches.

129. Manifold bills.—Receipts shall be given at the time registered mail is transferred in either direction between registry clerks and clerks in the mailing section. At the larger offices the registered articles shall be listed on manifold bills in triplicate when

this is practicable and will avoid the re-entry of the registered articles. When manifold bills are used, the registry or mailing clerks shall receipt through carbon paper, detach and retain in the registry or mailing section one sheet for proper entries thereon, such records and receipts being filed at a central point in each section.

Treatment at Terminal, Railway, and Highway Post Offices

130. At terminal offices registered matter shall be delivered direct and proper receipts obtained. When postal transportation clerks make direct connections at junction or terminal points they shall deliver to the connecting clerks all registered matter for their lines. At junction points the delivery shall be hand-to-hand, except where there is only one clerk on each of the connecting railway or highway post offices and neither can leave his car. In such cases registered matter may be included in pouches exchanged between the railway or highway post offices, if direct and immediate transfer is made; otherwise it shall be delivered direct to the postmaster or transfer clerk, or pouched into the junction post office.

Transfer of Return Registers

131. Postal transportation clerks shall transfer return ("go-back") or missent registered matter at meeting points by hand-to-hand receipt and delivery, unless it can be turned back from some other point where hand-to-hand receipt and delivery can be effected through a transfer clerk. In cases where this treatment would cause material delay, such registered matter may be pouched under the following conditions:

(1) On railway or highway post office lines where two or more clerks are on duty, the registered matter may be pouched to any office that can advance delivery of it.

(2) On railway or highway post office lines having but one clerk on duty, the registered matter shall be pouched only to such offices on the line as are specifically designated by the general superintendent, Postal Transportation Service.

Care in Conveying Pouches

132. In conveying matter between the terminal office, transfer office, or postal transportation terminal, and the postal car, or bus, or between postal cars in stations when not adjacent, or between any of the points named, a lock pouch shall be used (so far as the size of the packages will permit), which shall be kept in the personal charge of a postal transportation clerk, who shall accompany the vehicle on which it is conveyed.

Postmasters at terminal offices of routes on which there is railway or highway post office service shall at all times be prepared to receive and receipt for registered pouches

brought to their offices by postal transportation clerks.

Postal transportation clerks shall not deliver registered matter to employees of any railroad company, nor to mail carriers, unless specially authorized to do so.

MISSENT, MISDIRECTED, DAMAGED, UNSEALED, AND LOOSE ARTICLES

Missent Articles

133. (a) When a registered article is missent, the employee receiving it shall endorse the piece and the registry dispatch receipt card or the manifold registry bill and coupon accompanying it "Missent," sign, postmark, and return the registry dispatch receipt card or manifold registry bill coupon, and enter the article on the post office delivery book or postal transportation clerk's registry receipt book as "Missent and forwarded," showing the date of redispach.

(b) When a postmaster receives a registered pouch, sack, jacket, three or more individual articles of ordinary value, or one or more articles of exceptional value, not billed to him and obviously dispatched to him through error, he shall receipt for the matter as prescribed in article 150 of this chapter, and make immediate report by telegram, promptly confirmed by letter, to the post office or district superintendent of the railway or highway post office which missent the matter. Instances of missending less than three individual articles of ordinary value shall be reported by letter only. Postmasters shall also report such irregularities by letter, to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

(c) In all instances where an employee having custody of registered matter of apparently exceptional value, known as bank or money packages, misses a connection or inadvertently carries such a package by the office of destination, he shall make report by telegraph to the office of destination at his earliest opportunity. Where packages are included by the office of dispatch in a rotary-lock pouch labeled to a connecting line and the names of the offices of destination are not therefore available, the pouch should be opened if the clerk has a rotary key and the procedure as outlined above followed. If a clerk has no rotary key, the telegraph notice shall be addressed to the office making up the rotary-lock pouch. Like report shall be made by the first employee receiving such matter as a result of missending.

Misdirected Articles

134. First class.—Unaddressed, insufficiently addressed or misdirected registered matter of the first class received in a post office shall be recorded as "Returned for proper directions," giving the date, and

returned to the mailing office so marked. However, if the time prescribed for retention of the article permits, it shall be held and the mailing postmaster requested to ascertain what disposition the sender desires made of it. If the postmaster has positive knowledge of the correct address he shall dispatch the article to that address and make appropriate record of the action taken. When the name of the mailing office is unknown the article shall be sent by registered mail to the dead letter branch. Postal transportation clerks will turn such registered articles in to the postmaster at the terminus of the run for treatment.

135. Other matter.—A misdirected or unaddressed article prepaid at other than the letter rate shall be recorded in the manner prescribed for first-class articles, and the sender notified to send stamps to prepay return or forwarding postage, unless he has pledged payment of return postage, in which case it shall be returned.

136. Packages of stamps or other stamped paper.—Postmasters on receiving a registered package of stamps, stamped envelopes, postal cards, or other stamped paper bearing an incorrect or imperfect address shall record it on the delivery book or other authorized form, hold it, and at once notify the Bureau of Finance, Division of Stamps and Philately, giving the registry number, date of postmark, post office of origin, and full address on the package, and await instructions. When the package is disposed of, such disposition shall be noted on the record.

Damaged Packages of Stamps and Stamped Paper

137. Registered packages of stamped paper which become damaged shall be securely rewrapped and sealed at the post office where the damage is discovered. A registered jacket, plainly marked "Registered postage-stamp package," "Registered postal-card package," or "Registered stamped-envelope package," as may be proper, shall be pasted to the new wrapper, and be numbered, postmarked, and addressed precisely like the original label attached to the package. The inscription "Placed under cover at -----" shall also be marked on it.

The package shall then be recorded upon the transit book or other authorized record, whereon a note of the facts as to the damage and the re-enveloping shall be made, and the article sent to its destination. In every case a report of the facts shall be made to the Bureau of Finance, Division of Stamps and Philately.

Any postal transportation clerk who receives a damaged package of stamped paper shall deliver it for treatment to the postmaster at the terminus of his run.

Unsealed Articles

138. (a) If a registered letter arrives unsealed, it shall be endorsed "Received unsealed" over the signature of the receiving postal employee, and officially sealed. Employees shall observe the sanctity of the seal and not read or inspect correspondence contained in a damaged or unsealed first-class registered article further than is actually necessary to verify any valuable contents. (See art. 185 of this chapter for delivery of bad order articles.)

(b) When a letter or parcel originally sealed (including those opened by mistake) is unsealed or open when restored to the registered mails for any reason, so that any of the contents is accessible, the person who opened the article or the person who returned it to the Postal Service shall endorse it over his signature to show by whom it was opened. The postal employee to whom the article is returned shall examine the contents in the presence of the person returning the article, and note on the envelope over his signature the amount of any money, bonds, or similar matter, or the character and number of articles of jewelry or similar matter, found in the letter upon its restoration to the Postal Service, and shall make note if any of the original contents of this character is apparently missing. The article shall be promptly reenclosed in a penalty or bad-order envelope (No. 87 or No. 103), and if this is done by an employee other than the one who received the article back into the Postal Service, he shall also certify on the opened envelope as to its valuable contents at the time the article is reenclosed by him and resealed. The new envelope shall bear all the information and markings of the original envelope and be endorsed "Have this examined on delivery." Brief note of the facts shall be made on the proper record.

Bad Order Articles

139. Notation of contents.—Registered letters (including articles originally sealed) received unsealed or in bad order shall be marked to that effect by and over the signature of the first employee who notes that the article is in such condition. If the article is open, or is damaged to such an extent that any of the original contents may have been lost or removed, and it appears that the article contains or originally contained money, bonds, jewelry, or similar matter, notation shall be made on the envelope or wrapper to indicate the value of such money, bonds, checks, or drafts, or the number and character of articles of jewelry or similar valuable matter actually found in the letter by the postal employee first noting its unsealed or damaged condition, if the article is in such condition that the information is obtainable without further

mutilation of the envelope. If none of the valuable contents which apparently were originally in the article is found therein, note to this effect shall be made on the envelope.

140. Reinclosure.—The article shall then be reenclosed without delay in a special registry "bad order" penalty envelope (No. 87 or No. 103), or in an ordinary official penalty envelope if No. 87 or No. 103 is not available. The new envelope shall be securely sealed and addressed, numbered, and postmarked like the original envelope (which shall not be removed), marked "Have this examined on delivery," and recorded in the proper record. Any endorsement or other indication on the original envelope restricting delivery, requesting return receipt or showing that the article is for special delivery, shall also be noted on the new envelope.

141. Slightly damaged articles.—If an article in bad order is so slightly damaged that it is improbable that any of its contents could have been lost or removed therefrom, it shall be marked "Received in bad order" by and over the signature of the first employee who notes the damage, and the article promptly repaired by means of official sealing stamps or reenclosed in a penalty envelope as described above if sealing stamps are not available. The postmark and full name of the employee repairing the article shall be placed on it in such a manner that an impression of the stamp and the writing of the name will appear partly upon the sealing stamp and partly upon the envelope of the article. When sealing stamps are affixed to a damaged letter in such a manner as to adhere to both sides of the envelope, the impression of the postmarking stamp and the signature of the employee repairing the article shall be placed on both sides of the envelope so as to appear partly on the sealing stamps and partly on the envelope.

142. Record of condition.—In recording an unsealed or damaged article, the employee who reencloses or repairs it shall make note of its receipt in bad condition and of its enclosure or repair, stating particulars of presence or absence of valuable contents if known to him.

143. Rewrapping of large articles.—When an article too large for enclosure in an envelope is received in bad order at a post office, it shall be rewrapped and a split bad-order or other penalty envelope pasted thereon, and the article treated in other respects in the manner outlined for damaged or unsealed articles. Such an article received in a railway or highway post office may be enclosed, if practicable, in a registered jacket bearing the endorsement required for a penalty envelope; otherwise it shall be turned in at the terminus of the clerk's run to be rewrapped at the post office.

Matter Found Loose in Pouch or Sack

144. (a) When money or other small articles are found loose in a pouch, sack, or jacket in which only one damaged registered article is contained, it may be assumed, in the absence of evidence to the contrary, that the money or other article belongs to the damaged registered piece. Both the damaged registered piece and the money or other article shall be placed in a "bad-order" or ordinary penalty envelope. When the piece is delivered it shall be opened in the presence of the delivering employee for the purpose of ascertaining whether the money or other article belongs to the damaged piece. If it is found that the money or other article does not belong to the piece with which it was placed, it shall be disposed of in the manner directed in chapter VI, article 175.

(b) If a registered jacket or rotary-lock sack or pouch contains loose money or other matter not enclosed in an envelope, the receiving postal employee shall note all the particulars on the bill and coupon accompanying the mail, have the statement signed by two witnesses, if possible, and postmark and return the coupon to the dispatching office.

(c) If received at a post office and the enclosure is a postal or money order remittance, the postmaster shall receipt for it and make proper disposition thereof.

(d) When there is anything connected with the loose matter to indicate without doubt the name and address of the person for whom it is intended, the matter shall be carefully enclosed and sealed in a penalty envelope, addressed, and delivered as prescribed in article 140 of this chapter. A report of the case shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, except in the case of foreign mail, when the report shall be made to the Bureau of Transportation, International Service.

(e) If a postal transportation clerk is in doubt as to the name and address of the person for whom the matter is intended, he shall deliver it to the postmaster at the terminus of his run. If the postmaster is in doubt as to the ownership of the matter, he shall report the facts to and await instructions from the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, in the case of domestic mails, and from the Bureau of Transportation, International Service in the case of foreign mails.

TREATMENT AT OFFICE OF ADDRESS**Opening and Checking**

145. Witnessing.—Every postal employee who opens an iron- or brass-lock pouch or a sack containing, or reasonably believed to contain, registered mail, or a registry jacket or rotary-lock pouch shall if practicable

have a witness to the removal of the registered mail. Immediately after removal of the registered mail the employee and witness shall check each piece against the corresponding entry on the manifold registry bill or registry dispatch receipt card. Registered mail shall be checked and receipted for before distribution is attempted of any ordinary mail in the pouch or sack.

146. Receipting for contents.—The employee opening the iron- or brass-lock pouch or sack shall sign the accompanying registry dispatch receipt card and write, in words, in the space provided therefor, the total number of articles described in the receipt and received by him, postmark the receipt on the address side with the date he received the matter it described, and return it by next mail. If blank lines or spaces are left on the registry dispatch receipt card, waved lines shall be run through the blank lines or spaces by the receiver, and the irregularity reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

If a manifold registry bill accompanies the mail, the bill shall be properly completed and the coupon signed, postmarked, and returned in an official penalty envelope. The total number of articles received shall be noted on the bill and coupon in figures instead of words, but the coupons shall not be returned for correction simply because the total is entered in words.

Before signing the receipt, the employee shall correct any errors which it may contain, and note upon it any irregularities observed in connection with the articles described therein.

Ordinary mail shall be examined carefully to ascertain whether any unrecorded registered mail has been included therewith.

147. Jackets.—In opening a registered jacket it shall be cut at the end so as not to detach any part of it. The articles removed from the jacket shall be checked against the corresponding entries on the bill, which shall be signed, postmarked, and filed. Jackets bearing evidence of tampering, or in connection with which irregularities or discrepancies were noted shall be filed for 6 months or longer if considered necessary. Opened jackets in connection with which no irregularities or discrepancies were found shall be disposed of as waste immediately after careful examination, by another employee if practicable, to see that no mail is left therein.

148. Examination, backstamping, and recording.—Registered articles shall be examined as to their condition, backstamped once over the flap of the envelope to show the post office, State, and date of receipt, and recorded immediately in the delivery book or other proper record. Official registered matter addressed to a postmaster

shall be recorded and receipted for the same as other registered mail.

149. Articles billed but not received.—When a registry dispatch receipt card or manifold registry bill covering an iron- or brass-lock dispatch is not accompanied with all the articles described thereon, there shall be marked opposite the entry of any missing article the endorsement "Not received," and the missing article or articles described on the coupon of the bill, which shall be similarly endorsed. The card or coupon shall be returned immediately to the dispatching post office or railway or highway post office. At the same time nonreceipt of the matter shall be reported by letter to the dispatching office or railway or highway post office, such report to be made through district superintendents where postal transportation clerks are involved. The pouch label shall accompany the report and be endorsed by the opening clerk and witness. The label shall be preserved for use in connection with investigation of the shortage.

150. Missing or incomplete dispatch bill or card.—(a) When a registered article is not accompanied with a registry dispatch receipt card or manifold bill, one shall be filled out, signed, postmarked, and sent promptly to the postmaster or postal transportation clerk who dispatched the article. If the dispatch card or bill accompanying an article is not properly filled out, it shall be completed or a new one made out, signed, postmarked, and the card or coupon returned. Written report of these irregularities shall be made by postmasters to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

(b) If an article is irregularly received, unaccompanied with a registry dispatch receipt card or manifold registry bill and under such circumstances as to indicate that it may have been erroneously dispatched, a registry dispatch receipt card or manifold registry bill shall be supplied by the first employee receiving the matter through irregular channels and sent to the employee who made the dispatch, if known, and report made as indicated in article 133 of this chapter. If it is not known by whom the article was irregularly dispatched, report shall be made to the general superintendent, Postal Transportation Service, of the division in which the post office or railway or highway post office is located.

Station Registrations for Local Delivery

151. Registered matter dispatched from one station to another of the same office for delivery without passing through the main office shall be recorded at the delivery station on the delivery record, and if delivery is made by carrier his receipt shall be taken on that record. The same procedure shall be followed where mail is registered at a delivery station for delivery therefrom.

Registered Articles Found in Ordinary Mail

152. Removal.—A registered article, whether of domestic or foreign origin and regardless of its condition, found in the ordinary mail not marked "Not in the registered mail," shall be removed from the ordinary mail wherever found, backstamped, endorsed as to its condition, and repaired or reenclosed when in bad condition, and given the safeguards provided for registered mail. Report of the finding shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, except in cases of international mail, when report shall be made to the Bureau of Transportation, International Service.

153. Recording and disposition.—The article shall be marked "Removed from the ordinary mail and registered," and recorded to show original number, office and State of origin, names and addresses of sender and addressee, amount of postage and fee borne by it, amount of any deficiency collectible upon delivery, condition if not good, and when and by whom found in the ordinary mail. The article shall then be disposed of as registered mail.

154. Found at the office of address after delivery.—If a registered article is found in the ordinary mail at the office of address after proper delivery, inquiry shall be made of the person whose receipt is held to ascertain why the article is in the ordinary mail, the article redelivered or otherwise properly disposed of, and the receipt originally obtained marked to show the action taken.

155. When new registry fee required.—If a registered article once properly delivered is reregistered it shall be endorsed "Reregistered after delivery," and a new registry fee and any surcharge properly collectible shall be charged and additional postage if this would be required were it ordinary mail. The registry fee and any surcharge properly collectible and any necessary additional postage and surcharge if not supplied by the addressee or agent shall be collected from the sender upon return unless prepayment of postage is required.

156. When registry fee need not be prepaid.—(a) Any registry fee required when forwarding or returning a registered article found in the ordinary mail or presented for reregistration by other than the addressee after proper delivery need not be prepaid. If the registry fee is not prepaid, the article shall be marked "Collect ----- cents on delivery" or "Collect deficiency on delivery." The article shall be dispatched to its destination as registered mail provided any required postage is prepaid or if postage would not be required were the article ordinary mail.

(b) However, where the required registry fee has not been prepaid and the article is to be returned to the sender, the post-

master shall advise the sender that the article is held, stating the amount of the additional registry fee and postage (if any) required for returning it. If there is insufficient time to communicate with the sender, and prepayment of postage is not required or is required and has been prepaid, the article should be dispatched to destination, endorsed to show that the deficiency in registry fee and any other charges applicable are to be collected upon delivery. If the article requires prepayment of additional postage before forwarding or return and the additional postage is not prepaid, the article shall be marked "Remailed after delivery—Not registered," and disposed of as ordinary mail. Such action shall be taken in these cases as will result in the collection of any additional surcharges required for registered articles remailed after proper delivery.

157. When to be refused or reenclosed.—A sealed article presented for reregistration bearing evidence of having been opened, resealed, tampered with, or which is otherwise in bad order, shall be refused until redeveloped by the patron. In such case additional postage, registry fee, and any surcharge properly collectible shall be collected before dispatch. If the patron refuses to comply with these requirements and the article is later found in the ordinary mail, it shall be withdrawn therefrom, appropriately endorsed, and given the safeguards required for registered mail.

158. Registration receipt.—A descriptive registration receipt shall be issued to the person presenting for reregistration a registered article once properly delivered, which shall show by whom the article was presented, postmark of issuing office, original number, name of original mailing office, names and addresses of original sender and addressee, and be marked "Reregistered after delivery," followed by notation showing the amount of any additional postage, fees, and surcharge collected or collectible upon delivery. When such an article is returned to a letter carrier and subsequently delivered by him to the post office or a station, receipt shall be issued to the carrier on Form 3868, the receipt and office record to show that the article was returned after proper delivery. Such notations shall be made as will connect the delivery record of an article reregistered after proper delivery with the record of the article made upon reregistration.

159. Disposition when refused.—If neither the addressee nor the sender will accept an article removed from the ordinary mail and reregistered and pay the additional fee, surcharge, and postage, if any, required, the article shall be disposed of as undeliverable.

160. Endorsement when reregistration not desired.—If the sender of any registered article does not desire it registered if forwarded or returned after proper delivery, he may endorse the article, when mailed, "Do not reregister after proper delivery." When such article is remailed after proper delivery it should be endorsed "Remailed after delivery—Not registered," unless the person presenting it, or the addressee or his authorized representative, requests reregistration and prepays the fee and any postage required.

If for proper reason any article once registered is forwarded or returned in the ordinary mail, it shall be marked "Remailed after delivery—Not registered." When such articles are received from depot letter boxes or are deposited in railway or highway post offices, postal transportation clerks shall make the required endorsement thereon.

161. Delivery office records.—Offices to which articles removed from the ordinary mail and registered and articles reregistered after proper delivery are forwarded or returned marked to indicate that additional registry fee and postage, if any, is required, shall keep such record as will show that the articles were removed from the ordinary mail and registered or remailed after delivery, how they were disposed of, and the amount of any additional fee, surcharge or postage actually collected on any particular article.

Undeliverable as Addressed

162. (a) When a "fraud order" has been issued by the Postmaster General, the postmaster at the office to which it is specifically directed and no other shall return to the senders thereof all registered mail addressed to the person or concern named in the order. Such mail shall be marked "Fraudulent: Mail to this address returned by order of Postmaster General."

(b) When a domestic registered article is known to be undeliverable as addressed, the postmaster at the office of address shall, if the time limit for the return of the article will permit obtaining a reply, notify the sender on Form 3858 of the reason for inability to effect delivery, and shall comply with any proper directions received as to the disposition of the article.

(c) If the sender desires to have the held article forwarded, returned, or otherwise disposed of, he should complete appropriately the Form 3858 and transmit it under cover to the postmaster at the office of address, prepaying postage at the first-class rate.

(d) When a domestic registered article of local origin is known to be undeliverable

as addressed, the postmaster shall communicate with the sender, if the period specified in the return request of the sender will permit, to ascertain what disposition the sender desires made of the registered matter.

Short-Paid Matter

163. (a) When domestic registered mail is delivered to the addressee or to the sender, and the postage and registry fee have not been fully prepaid, the postmaster shall collect the deficiency upon delivery. The stamps affixed to the article shall be applied to the postage required and the remainder, if any, to the registry fee. If the amount of registry fee is not known, the article shall be considered as having been registered for the minimum registry fee.

(b) When the addressee refuses to pay the deficiency, first-class matter shall be returned to the sender immediately. Second- or third-class registered matter bearing the pledge of the sender to pay return postage shall likewise be returned, rated with the postage chargeable for its return. Second- or third-class matter not bearing the pledge of the sender to pay return postage shall be held and the sender notified on Form 3540 to furnish required postage.

(c) Registered matter addressed to Government officials without prepayment of the registry fee shall be delivered and the dispatching postmaster notified to supply the deficiency. Upon receipt of the registry fee, stamps for the amount shall be attached to the report of short-paid matter and canceled.

(d) Reports of the receipt of short-paid registered mail shall be made on the form furnished for the purpose.

Notice of Arrival

164. Postmasters shall promptly notify the addressee, on Form 3849, of the arrival of registered mail not deliverable by carriers. The notice shall be postmarked and delivered through the regular channels of the addressee's ordinary mail. If the article is not delivered within 3 days and the maximum period for which it may be held permits, a second notice, so marked, shall be served in the same manner and the article endorsed "Second notice." The dates on which such notices are issued shall be noted on the article.

When it is necessary to send a notice to a hotel or the like, where mail is ordinarily subject to scrutiny by those not entitled to receive the registered matter, it shall be transmitted in a sealed penalty envelope.

Form 3849 bearing delivery or forwarding orders shall be retained on file in the post office.

Return Receipts

165. Record and signature.—When a registered article is received for delivery accompanied with a return receipt or marked to indicate that such receipt was requested by the sender, the letter "R" shall be placed opposite the entry of the article on the proper delivery record. Both the delivery record of a registered article and the return receipt if requested, shall be signed by the person accepting delivery, and they shall show the actual date of delivery. The person receipting for the article shall be requested to write or stamp such date on the registry return receipt card. If this request is not complied with, the postal employee shall write or stamp such date on the card. When the quantity of registered mail justifies, a stamped signature showing the names of both the addressee and his agent may be authorized, provided the addressee assumes responsibility for any improper use of the stamp. When unrestricted registered mail is signed for by an authorized agent of the addressee, the names of both addressee and agent shall appear in the proper spaces on the return receipt.

166. Endorsement showing where delivered.—A carrier making delivery of a registered article for which the sender has requested a return receipt to show the address where delivery is effected, shall show the complete address at which delivery is made on the return receipt below the signature of the addressee or his authorized representative. When such article is delivered at the post office the delivering employee shall endorse the return receipt form "Delivered at post office" or "Delivered at _____ Station," naming the station.

167. Return of receipt.—The return receipt, after being properly completed and postmarked with actual date of delivery, shall be mailed promptly to the sender of the article.

168. When receipt does not accompany article.—If no registry return receipt accompanies a registered article marked "Return receipt requested" or "Return receipt requested showing address where delivered" or with words of similar import, the delivering employee shall prepare a return receipt and treat it as though it had accompanied the article. If a domestic registered article does not bear a request for a return receipt but is accompanied with a properly addressed return receipt card, a receipt shall be obtained thereon and the card mailed to the sender. If the charge for the return receipt was not prepaid by the sender, delivery shall not be delayed, but the return receipt shall be obtained and sent under cover to the postmaster at the office named in the address of the sender, and the charge collected upon delivery of the receipt to him.

DELIVERY OF REGISTERED MAIL

169. The instructions regarding delivery of ordinary mail are applicable in the delivery of registered mail, except as provided in this chapter.

Delivery Receipts

170. (a) Receipts to serve as the post office record of delivery shall be taken for all registered mail delivered. Forms 3849 ordinarily should be used for this purpose. The delivery book (Form 3850) also may be used where advantageous, particularly at offices of the third and fourth classes, for registered articles delivered at the post office. Where firms or other patrons customarily receive an average of three or more registered articles at one delivery, firm delivery bills (Form 3883 or 3883a) should be used. The dates of delivery and the names of the delivering employees shall be shown on all delivery receipts.

(b) When delivery of a registered article properly is made to the representative of the addressee, the person accepting delivery shall enter on the delivery receipt, in the spaces provided therefor, the name of the addressee as it appears on the article and shall sign his name below.

(c) Delivery receipts on Form 3849 shall be filed daily at first- and second-class offices by the last two digits of the registration numbers. At offices of the third and fourth classes using Form 3849 as a delivery receipt, such receipts shall be filed daily, arranged alphabetically according to the names of the addressees.

Persons to Whom Delivery May Be Made

171. Registered mail the delivery of which has not been restricted by the sender or addressee may be delivered:

(1) To the addressee. If the addressee is dead or insane, delivery may be made to his legal representative.

(2) To a person authorized by the addressee in writing to receive it.

(3) To the person, firm, corporation, association, or institution in whose care it is addressed.

(4) To such person other than the addressee as the sender, after mailing, directs in a written order verified by the postmaster at office of mailing. Deliveries of this character shall not be made on telegraphic orders, but articles described in such orders may be withheld from delivery pending receipt of a duly certified written order from the sender. The names of the addressees of articles so delivered shall not be changed.

(5) To any responsible person (see pars. (6) and (7) of this article) to whom the addressee's ordinary mail is customarily delivered, including the authorized repre-

sentative of a club, fraternity house, or similar institution of good standing. In the absence of a written order from the sender or addressee, mail addressed to a guest at a hotel, occupant of an apartment house, or the like shall not be delivered to proprietor, manager, or clerk, unless addressed in his care or in care of the hotel or apartment house; except that if the duly authorized agent of a hotel or apartment house has signed and filed with the postmaster the prescribed agreement to assume responsibility for the proper care and disposition of registered matter for the guests or occupants and agrees to keep proper record of the same, registered matter, when delivery has not been restricted, addressed to hotel guests or occupants of an apartment house may, without a written order from the sender or the addressee, be delivered to such authorized representative. The hotel or apartment house shall designate in writing the person or persons to whom the registered matter is to be delivered.

(6) Registered mail addressed for delivery to persons at Y. M. C. A.'s, Y. W. C. A.'s, Salvation Army Shelters, Missions, and the like is properly deliverable, without written orders from the senders or addressees, to such persons as are authorized to receive mail for the places addressed or, in the absence of such authorization, to any responsible persons who customarily receive the ordinary mail of such institutions. If any such institutions operate hotels, registered mail addressed for delivery thereat shall be treated strictly in accordance with the provisions of paragraph (5) of this article.

(7) In the absence of knowledge to the contrary, the following should be regarded as responsible persons within the meaning of paragraph (5) of this article: Adult members of the addressee's family; his employees in a clerical or supervisory capacity; and the proprietor or manager of a private lodging house in which he resides. Careful inquiry shall be made to determine whether the address given comes within the definition of a private lodging house.

NOTE.—A private lodging house within the meaning of these instructions ordinarily is considered a private home within which the addressee resides and where the lodgers are in a general way selected, as distinguished from a public lodging house which is open to any and all who may apply for accommodations, frequently transients, and at which it seems reasonable to presume that the registered mail of the addressee would not receive the same care and attention as would be accorded it by those in charge of a private home in which the addressee resides.

Discretion must be exercised, however, in the delivery of registered mail. For in-

stance, if there is reason to believe that the person or institution to whom delivery of registered mail may be authorized is not such a responsible person or institution as would care for and properly dispose of it, delivery should not be made except to the addressee or person in whose care it is addressed, or to a representative of either, authorized in writing to receive it, or in compliance with a written order from the sender verified by the postmaster at the sender's address.

No exception shall be made to the rules governing the delivery of registered mail because of relationship of any nature between the addressee and any person claiming the mail.

Persons to Whom Delivery Shall Not Be Made

172. No registered mail addressed to others shall be delivered to the following persons unless they are authorized in writing by the addressee to receive it; minors, janitors, laborers, messengers, elevator operators, and house servants.

Identification

173. Identification shall always be required if the applicant for registered mail is unknown. He shall not be allowed even to examine it until his identity as a person entitled to receive it is established; and when identified as such, shall not be permitted to open the envelope or wrapper until the mail has been delivered and the necessary receipts obtained. In case of doubt as to the sufficiency of the evidence of identity offered, instructions shall be obtained from the Department. Before delivering registered mail based on information obtained as the result of directory service, care shall be exercised to see that the recipients of the registered articles are the persons for whom they were intended by the senders.

Delivery Restricted by Sender

174. To addressee or order.—Mail endorsed "Deliver to addressee or order," or with words of similar import, shall not be delivered except to the addressee or on his written order.

175. To addressee only.—Mail endorsed "Deliver to addressee only," or with words of similar import, shall not be delivered to any person except the addressee, not even on his written order. If personal delivery cannot be made, the mail shall be treated as undeliverable. Mail so endorsed, addressed to a firm, corporation, institution or the like shall be delivered to the person duly authorized by the addressee in writing to receive registered mail so addressed. The person signing for such registered matter shall add the words, "Authorized agent" below the signature; or, if delivery is made to an official or member of the firm, he shall

indicate his title after or below the signature. The word "Personal" is not to be construed as an endorsement so restricting delivery. Directions to deliver only to the addressee cannot be observed when registered mail is addressed to the President, Vice President, or ex-Presidents of the United States, heads of departments or bureaus of the Government, Justices of the Supreme Court of the United States, Senators or Representatives in Congress, Governors of States or Territories, or to the diplomatic representatives of governments. Mail so addressed when marked "Deliver to addressee only," or with words of similar import, shall be delivered to the addressee or on his written order. Matter which cannot be delivered as restricted must be returned to the sender endorsed "Cannot deliver as restricted."

176. Articles addressed jointly to more than one person.—(a) When registered articles are addressed jointly to two or more persons and delivery has been restricted, the addressees shall be notified to be present to accept delivery together, and the receipts obtained shall be signed for by all the addressees. The registered article may then be delivered to any one of the several addressees, unless objection is made by any of the addressees, in which case delivery shall not be made until the addressees indicate in writing which of their number shall receive the article.

(b) If restricted articles are so addressed as to indicate that delivery may be made to any one of the addressees, such as "Mr. or Mrs. John Doe," or "John, Henry, or Mary Doe," delivery may be made to any one of the addressees and the receipts shall be signed as if the articles were addressed to the person to whom delivery is effected.

Delivery Restricted by Addressee

177. The addressee of registered mail may, upon payment of the prescribed fee, restrict its delivery by filing at the post office of address directions in writing, stating to whom delivery may be made, and such directions shall be strictly observed. When delivery of a registered article is restricted by the addressee, notation to that effect must be placed on the records of the office of delivery.

Verification of Unknown Signatures

178. Unknown signatures on written orders for the delivery of registered mail shall be verified before acceptance. Standing orders shall be complied with until countermanded in writing or positively known to be inoperative.

Matter Addressed to Minors and Students

179. Registered mail addressed to a minor living with or under the control of

parents, or dependent on them for support, or under control of a guardian, is subject to the parents' or guardian's control unless delivery is restricted. In such cases, if delivery is forbidden by parents or guardian, the mail shall be so endorsed, and treated as undeliverable.

Registered mail addressed to students who are not minors at a college or similar institution, the delivery of which has not been restricted by the sender or addressee, may be delivered to the authorized representative of the institution. If a student is a minor and has been placed in charge of the principal by his parent or guardian, and the rules of the institution provide that the principal shall have control of mail addressed to such students as are minors, registered mail, the delivery of which has not been restricted by the sender, shall be delivered in accordance with the order of the principal. If the principal does not have authority from the parent or guardian to control mail of minor students placed under his care, such mail shall not be delivered to the principal or other representative of the institution against the wishes of the student or his parent or guardian, but may be delivered to the addressee in the absence of any objection from the parent or guardian. In case of doubt as to proper delivery, the matter shall be submitted to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, with a full statement of facts.

Matter Addressed to Officers by Title

180. Registered mail not obviously of a personal nature, addressed to a former public officer or to a former officer or employee of a firm, corporation, association, or institution by his name and former title, shall be delivered as if addressed to the person holding the title or performing the duties of the office. If because of unusual circumstances a postmaster is in doubt as to the correctness of such delivery, he shall retain the registered article and promptly obtain through the mailing postmaster a written statement by the sender as to his intention, and dispose of the mail accordingly.

Matter for Deceased Addressee

181. If delivery has not been restricted by the sender, registered mail for a deceased addressee may be delivered to his legal representative. If there is no legal representative, it shall be returned to sender endorsed "Deceased," unless he, through the mailing postmaster, directs delivery to another person. If there is no legal representative and the article is claimed by a relative of the deceased addressee, such relative may be furnished with the name and address of sender.

Matter for Prisoners, Inmates or Employees of Institutions, and Members of Theatrical Companies

182. Registered mail the delivery of which has not been restricted by the sender or the addressee—

(a) Addressed to a prisoner, may be delivered to the officer having charge or custody of the prisoner to whom the addressee's ordinary mail is customarily delivered, or to the person acting for such officer and under his authority.

(b) Addressed to an inmate or employee of a hospital, sanitarium, asylum, or similar institution, may be delivered to the person who customarily receives the ordinary mail of the employees or inmates of such institutions; but if a committee or a guardian has been regularly appointed for such inmates, his registered mail shall be delivered to, or in compliance with the written order of, the committee or guardian.

(c) Addressed to members of theatrical companies at a theater, may be delivered to any responsible person who customarily receives the ordinary mail of the theatrical company or its members, or to any responsible person to whom ordinary mail for the theater is customarily delivered.

Matter for Military Personnel

183. Registered mail, the delivery of which has not been restricted by the sender or addressee, addressed to members of military organizations at military camps or posts in the United States proper, may be delivered, without written orders of the addressees, to the mail orderly authorized to receive such mail by the commanding officers of the military organizations in written instructions filed with the post office by the commanding officers. If in any instance the Commanding Officer declines to authorize the delivery of registered mail to a designated mail orderly, in written instructions filed at the post office, report of the facts in the case should be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Registered mail, the delivery of which has been restricted by the sender or addressee, shall be held at the post office or station or branch and a notice (Form 3849) shall be issued promptly. However, when the addressee is located at a point remote from the post office and it is impracticable for him to call in person, mail restricted in delivery may be delivered to authorized mail clerks upon written request of the addressee. (See ch. XII, art. 35, covering registered and insured matter to and from Merchant Marine and Military Sea Transportation Service.)

Delivery in Transit

184. Registered mail in transit to a post office receiving special supply may, in cases of emergency, be delivered from the dis-

tributing office upon the addressee's personal or written application, with satisfactory identification; but no registered mail which is marked for delivery to the addressee only shall be delivered to other than the addressee. Records of such delivery shall be retained by the distributing office. Particulars of the article delivered in transit by the distributing office shall be transmitted to the postmaster at the office of address, who shall enter the article upon his records and make a note on the records to the effect that delivery was made in transit from the distributing office.

Delivery of Bad-Order Articles

185. The delivering employee shall require the addressee or his authorized representative to open a bad-order registered article, whether repaired with sealing stamps or reenclosed, in the presence of the delivering employee by cutting the envelope at the end so as to preserve the sealing intact. If any of the contents is missing, the envelope (and the penalty envelope if reenclosed) or wrapper shall be obtained from the addressee, with his endorsement as to shortage of contents, and sent to the proper inspector in charge with report of the facts.

Examination of the contents of a damaged registered article at the office of delivery in the presence of the delivering postal employee shall not include the counting of large sums in coin or currency in registered articles addressed to banks and other financial institutions when the damage is so slight that apparently none of the enclosures could have been taken or lost from the article.

By City and Village Carriers

186. At city and village delivery offices all registered mail addressed to street and number and to persons whose addresses appear in the city or office directory shall be delivered by city or village carriers, unless requests to the contrary have been made by addressees.

187. Articles of unusual value.—When there is reason to believe that a registered letter or parcel contains a large sum of money, valuable securities, or other valuable matter which cannot be delivered by city, village, or rural carrier or by special delivery messenger without unusual risk, the addressee shall be requested to call for it at the post office, and the special delivery stamps or special delivery endorsement thereon, if any, may be disregarded. When a postmaster receives a number of registered articles for delivery by the same carrier on any one trip, he shall hold the registered matter for desk delivery, if in his opinion the aggregate value of the articles is such that delivery cannot be made by carrier without unusual risk.

188. Articles addressed to box holder.—When the addressee is a box holder, all of his registered mail shall be held for desk delivery, unless he requests that it be delivered by carrier.

189. Receipt for articles taken out for delivery.—Carriers shall receipt on the post office or station delivery record for all registered mail handed them at such office or station for delivery.

190. Number of attempts at delivery.—Carriers shall endeavor to deliver registered mail on the first trip after it is prepared for delivery, unless the addressee has given orders to the contrary, and, except in the case of mail deliverable by rural carriers, shall make as many efforts each day to deliver such mail as their trips will permit, unless it clearly appears after any trip that delivery by them is impossible.

After each unsuccessful trial the carrier shall write in pencil on the left end or back of the letter or parcel the reason for non-delivery, sign it with his initials and number, and leave a notice (Form 3849) at the addressee's residence, place of business, or mail box. The date the notice was issued shall be shown on the article.

191. Changing address.—Carriers shall not change the address of any registered article without proper order, nor shall city or village carriers transfer or forward registered mail except through the registry clerk at the post office or station to which they are attached. When the address is changed by a carrier he shall write his initials and number over or near the new address, and if the order was verbal, he shall so indicate.

192. When delivery cannot be effected.—When on any day it is found impossible to deliver a registered article on that date, it shall be returned to the post office. This shall be done also after the last trip each day, and after any trip which is followed by the carrier's lay-off.

The liability of the Postal Service for registered mail shall cease on its proper delivery in accordance with existing instructions.

193. Checking carrier returns.—The receipts for registered mail delivered, and the undelivered registered articles returned to the post office by city, village, or rural carriers, shall be promptly checked with the post office delivery record and prompt and proper action taken if any discrepancies are found. Form 3867, Form 3850, the delivery book, or the incoming manifold bills if more convenient, may be used on which to check the carriers' returns. A receipt on Form 3868, filled in by the carrier, shall be given city, village, and rural carriers for any undelivered registered articles and for any receipts for delivered registered articles turned in by them, such receipts to be given at the time the registered matter and signed receipts are received from the carriers.

Undelivered registered articles returned by carriers shall at each return be carefully examined and reentered on the authorized record, and every time thereafter they are taken out for delivery they shall be receipted for by the carriers.

194. Special delivery articles.—Registered letters for special delivery shall be entrusted only to adult employees of a post office, or if this is not practicable, only to sworn messengers of undoubted discretion and good judgment. Postmasters may make delivery of such letters in person.

In delivering special delivery registered mail the special delivery receipts need not be obtained in addition to the registry receipts.

By Rural Carriers

195. Registered mail addressed to a patron of a rural route shall be delivered at the residence of the patron if it is not more than one-half mile from the line of travel and there is a passable road leading to it, but a carrier shall not be required to make more than one visit to a residence to effect the delivery of any one piece of registered mail.

196. Notice to be left in box.—If the addressee does not meet the carrier on the first trip, or by reason of location is not entitled to delivery at his residence, or delivery at the residence is not effected, the carrier shall place in the box of the patron a notice (Form 3849) that the patron may obtain the registered article by calling at the post office or meeting the carrier at the box on the next trip.

197. When telephone may be used to notify patron.—A rural carrier may advise a patron of his route whose residence or place of business is located more than one-half mile from the route, by telephone or otherwise, that he holds registered mail addressed to him, and that he will be at the patron's mail box at a specified time to effect delivery. But when the patron is located one-half mile or less from the route such arrangement shall be made only on initiative of the patron.

198. Articles received at intermediate offices.—Rural carriers who call at intermediate offices on their routes to receive mail for delivery to their patrons shall receipt therefor.

199. Return to office of return receipts and undelivered articles.—The rural carrier shall turn in at the distributing office or station any registered matter and signed office or return receipts for registered articles remaining in his possession when service on his route is completed. If, however, prior to his arrival at the distributing office the carrier calls at an intermediate office from which he has received registered mail for delivery, he shall turn in to that office any undelivered registered mail received there-

from, together with the office and return receipts for any such mail which he has delivered. The carrier shall also obtain and deliver into the intermediate office on his next trip any signed office receipts for registered mail which was received by him from that office and delivered, and which was temporarily left at the distributing office, but the distributing office may mail out the return receipts for such articles.

200. Exchange of matter by carriers.—When a postmaster receives a registered article addressed to his office but properly deliverable by a rural carrier attached to another office which is served by an exchange between carriers, he shall change the address on the article, as to destination only, to that of the office from which it is deliverable, and treat it in accordance with the provisions of article 201 of this chapter.

If under due authorization a rural carrier delivers registered mail to another carrier, he shall obtain receipt therefor on an appropriate record. The carrier receiving the mail shall in turn enter it in his record and secure receipt from the person to whom he makes delivery.

201. Delivery in transit.—When a rural carrier attached to an office which is served in transit by an exchange of mail between him and a carrier attached to another office receives from the latter carrier a registered article for delivery on his route, he shall, if possible, effect delivery before reaching his office. He shall also report the fact to the postmaster or authorized employee at his office exhibiting his record of the article (which shall embody the usual delivery record and particulars). Such postmaster or employee shall enter a description of the article on the delivery records of the post office or station.

Delivery From Rural Station

202. Registered mail addressed to a rural station for delivery shall be held there to be called for, the usual registry notice (Form 3849) being issued, except that if the addressee is a patron of a rural route starting from such station or a route contiguous thereto, the mail shall be sent out by the carrier, unless the patron directs otherwise.

Delivery by Star Route Carrier

203. Registered mail shall not be delivered to a star route carrier unless the addressee expressly so requests in a written order filed with the postmaster. In a case where such an order is given, the carrier is considered as the representative of the addressee, and the responsibility of the Postal Service ceases when delivery has been made to the carrier by the postmaster and the signature of the carrier has been obtained.

FORWARDING REGISTERED MAIL

General

204. Registered mail may be forwarded before it has been once properly delivered under the same provisions as for forwarding ordinary mail without additional registry fee or surcharge, and shall be treated in all other respects as registered matter.

In forwarding or returning registered mail, the postmaster shall not change the name of the addressee or sender, but shall change the address only, cross off the name of his post office but not the original mailing office registration number, plainly mark it "Forwarded" or "Returned to writer" ("R. W."), as may be proper, postmark it to show the date of such action, and dispatch the article under its original registration number. The original return receipt, if any, shall accompany the article when forwarded; otherwise the receipt shall be detached and destroyed. The delivery book or other authorized record in the forwarding office shall show when and to what office and State a given article was forwarded or when and to what office and State or country, when of foreign origin, the article was returned, and the number under which it was dispatched.

To Foreign Country

205. Articles mailed in the United States and originally addressed for delivery in the United States shall not be forwarded to a foreign country. When such articles cannot be delivered at a domestic office, they shall be endorsed with the reason therefor and treated as undeliverable.

To United States Possessions

206. Domestic registered articles originating in Alaska, Hawaii, Guam, Samoa, Puerto Rico, or the Virgin Islands, originally addressed for delivery in the United States shall not be forwarded to the Canal Zone if the stamps borne by any one registered article indicate that it was valued at more than \$100. Conversely, registered mail originating in the Canal Zone shall not be forwarded from a post office in the United States to Alaska, Hawaii, Guam, Samoa, Puerto Rico, or the Virgin Islands if there is reason to believe that the value exceeds \$100.

Air Mail

207. (a) Registered air mail weighing up to and including 8 ounces may be forwarded by air and returned by surface, without additional postage.

(b) Registered air parcel post is accepted with the understanding that the sender guarantees any necessary forwarding or return postage. Instructions of the sender appearing on registered air parcel post as

to forwarding or return by air or surface means shall be observed. If there are no such instructions, the matter shall be forwarded by air or returned by surface means, properly rated.

(c) When any registered air mail article is undeliverable as addressed, notice on Form 3858 shall be sent to the sender under the conditions outlined in article 162 of this chapter.

UNDELIVERED AND REFUSED REGISTERED MATTER

208. Undelivered and refused domestic registered mail shall be returned to sender as registered mail without payment of additional registry fee or surcharge in accordance with the following instructions:

(a) *Retention period specified.*—Undelivered articles bearing specific return requests of not less than 3 nor more than 60 days, shall be returned at the expiration of the period specified.

(b) *Retention period not specified.*—Undelivered articles not bearing specific return requests shall be returned at the expiration of:

Five days if intended for delivery by village or rural carrier; ten days if intended for box or general delivery at offices having city delivery service or for delivery by city carrier; fifteen days at offices not having city delivery service unless intended for delivery by village or rural carrier.

(c) *Refused articles.*—Refused articles and those the delivery of which is forbidden by a fraud or fictitious order shall be returned immediately.

(d) *Return postage.*—First-class, penalty and franked matter, all articles (regardless of class) the delivery of which is forbidden by a fraud or fictitious order, and articles on which air mail postage at the ounce rate has been paid, shall be returned without additional charge.

Second- and third-class matter and articles on which postage at the air parcel post rates has been paid, shall be returned at the expiration of the proper retention period rated with the postage due.

Articles at Stations

209. Undelivered registered articles at stations or branch post offices shall be held for the period prescribed in article 208 of this chapter, unless there is good reason to believe that an article is not deliverable within the territory of such station or branch, in which event it shall be returned immediately to the main office for treatment.

Held in Excess of Specified Time

210. When a postmaster has good reason to believe that undelivered registered mail of domestic origin, bearing no time limit, can be delivered properly if it is held longer than the prescribed period, he may endorse

it "Specially held for delivery" and retain it not longer than 60 days, provided a written order to that effect is obtained from the sender verified by the postmaster at the sender's address.

Matter Returned for Restoration to Sender

211. (a) When an undelivered article reaches the office to which it is sent for restoration to sender, it shall be recorded as billed, and shall be receipted for by the sender as such on the delivery record. The letters "R. W." shall appear in every record of such article. When practicable, note shall be made on the original record of the article, showing its return and date, with a reference to its new entry on the delivery record.

(b) After a registered article has been returned for restoration to the sender the addressee shall have no further control over it. After a registered article has been returned to the sender it shall not be received again in the registered mail, except when enclosed in a new envelope as a new registration.

Preparation for Transmission to Dead Letter Branch

212. When registered articles are sent to a dead letter or dead parcel post branch, they shall be postmarked with the date of sending, endorsed with reason therefor, be accompanied with duplicate lists showing the sending post office and the number and address of each letter and parcel. The lists and articles shall be placed in an official penalty envelope endorsed "Enclosing registered matter." The packet shall then be registered and dispatched as one free registered article. The contents of the sealed packet shall not be entered on the registry dispatch receipt card or manifold registry bill, but only the packet itself as made up.

Articles Originating on U. S. Naval Vessels

213. Undelivered or refused registered matter of other than the first class originating on board United States Naval vessels shall be returned through the proper dead letter or dead parcel post branch without notice to the sender, unless provision has been made for the payment of the return postage by either the sender or the addressee, in which case the matter shall be returned direct.

MISCELLANEOUS PROVISIONS

Correspondence Relative to Registry Business

214. All correspondence or other business relating wholly to matters concerning the domestic registry system shall be conducted through the office of the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, and that relating wholly to the

international registry system shall be conducted through the office of the Bureau of Transportation, Division of International Service. All papers coming into the possession of any other branch of the Postal Service or other office of the Department in connection with such business shall be referred, either entire or by copies or appropriate extracts, to the office directly in charge of the registry service, domestic or international, as the case may be; but all cases involving the loss, depredation, or wrong delivery indicating probable loss of a domestic registered article, and all inquiries for missing domestic registered matter shall be referred or reported in the first instance to the inspector in charge, while those concerning foreign registered matter shall be handled in accordance with the provisions of chapter XIII, article 23.

Responsibility for Registered Matter.

215. (a) All registered matter shall be kept separate from ordinary matter, and properly protected from accident or theft. Registered mail shall be handled, as far as practicable, only by experienced employees of known integrity.

(b) Prompt report shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, by postmasters direct and by other postal officials or postal employees through proper channels, of any instance noted wherein there may be a doubt as to whether registered mail, particularly that known or presumed to be of large value, such as currency shipments, etc., is being given adequate protection either in transit or in post offices.

(c) Postmasters and other postal employees will be held personally responsible by the Post Office Department for the wrong delivery, depredation upon, or loss of any registered letter or parcel, if such wrong delivery, depredation or loss is due to negligence or disregard of instructions.

Legal Process Involving Registered Matter

216. Postmasters and other postal employees shall not surrender registered matter upon the service of process of attachment, garnishment, or other legal process. A postmaster or other employee served with such process shall make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court directs the delivery, the postmaster shall request the suspension of the order until he can communicate with the Department, by telegraph if necessary, and obtain further instructions.

A postal employee summoned to take registry records into court shall not permit them to be taken from his custody. During the absence of such records as are in current use at the post office, blank

record forms of the same kind shall be used. (See ch. XIII, art. 18.)

RECORDS, FORMS, AND REPORTS

217. Postmasters shall keep proper record of all matter registered and received for delivery, respectively. Proper dispatching and transit records also shall be maintained of all registered letters, parcels, and jackets, and rotary lock sacks and pouches addressed to other post offices.

When Special Forms Are Furnished

218. Registry books and forms of a special character not needed at all offices may be furnished upon the authority of the Bureau of Finance only, and by "special allowance" when the volume of registry business transacted warrants it, or when for other reasons the registry business would be benefited thereby.

After due authorization, books and forms with office headings may be ordered from the Bureau of Facilities, Division of Equipment and Supplies.

Records of Discontinued Office

219. All books, blanks, and other papers relating to registry business received by a postmaster from any discontinued office shall be kept by him as a part of the records of his office.

When a post office is discontinued and made a station of another post office, all books, blanks, and other papers relating to the registry business of the discontinued office shall be turned over to the designated postmaster, who shall continue their use at that station, making a notation in the books to show where the record of the discontinued post office stops and that of the station begins.

Statistics—Domestic Registered, Insured, and C. O. D. Mail

220. The statistics listed below will be called for by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, at the close of each fiscal year, June 30. Postmasters at first-, second-, and third-class offices shall keep such records as will enable them to furnish these statistics. Card (Form 3848) on which to report this information will be furnished without requisition about July 1 of each year. Care should be exercised to see that correct figures are entered in each item called for on the card, and that the report includes all articles sent as domestic registered, insured (including those insured at the minimum fee), or c. o. d. mail, not only at the main office but at all branches and stations, including contract stations, and those accepted by carriers, during the fiscal year. Frequently the series of numbers assigned to branches and stations and to busi-

ness concerns are entirely used several times a year and postmasters shall see that all such mailings are included. Postmasters at offices of the fourth class are not required to render annual statistical reports covering domestic registered, insured, and c. o. d. mail. They shall, however, maintain such records in connection with each registered, insured, and c. o. d. article as will enable them to furnish at any time required, such statistical information as may be requested by the Department.

The number of inquiries for domestic registered and insured mail requested after mailing for which a charge of 15 cents each was made shall be combined with the number of return receipts for domestic registered, and insured mail requested after mailing at 15 cents each, and recorded as such under item 18 and 30, respectively.

Statistics covering the payment of indemnity claims by postmasters will be called for on a separate special form.

Domestic Registered (Not Including Registered Collect-on-Delivery Articles)

- 1. Total articles paid at 30 cent fee_____
- 2. Total articles paid at 40 cent fee_____
- 3. Total articles paid at 55 cent fee_____
- 4. Total articles paid at 65 cent fee_____
- 5. Total articles paid at 75 cent fee_____
- 6. Total articles paid at 85 cent fee_____
- 7. Total articles paid at 95 cent fee_____
- 8. Total articles paid at \$1.05 fee_____
- 9. Total articles paid at \$1.15 fee_____
- 10. Total articles paid at \$1.25 fee_____
- 11. Total articles paid at \$1.35 fee_____
- 12. Total articles paid at \$1.45 fee_____
- 13. Total articles paid at \$1.55 fee_____
- 14. Total articles paid at \$1.65 fee_____
- 15. Total articles paid at \$1.75 fee_____
- 16. (a) Total of all official articles free---

NOTE.—Of total of all official articles free entered in item (16-a) show below, as separate items, the number of official articles registered free under the penalty envelope or label of the Post Office Department or Postal Service, which contained:

- (b) U. S. savings bonds_____
- (c) U. S. savings stamps_____
- (d) Documentary stamps_____
- (e) Migratory bird stamps_____
- (f) Civil service matter mailed under article 39 of this chapter ----
- 17. Total registry return receipts paid for at 7 cents each_____
- 18. Total registry return receipts requested after mailing paid for at 15 cents each_____
- 19. Total registry return receipts requested at the time of mailing showing address where article is delivered paid for at 31 cents each_____

*Surcharges Collected on Registered Mail
(Including Registered C. O. D. Articles)*

20. Total registered and registered c. o. d. articles on which surcharges were collected _____
21. Total surcharges collected on item 20 _____
(Dollars) (Cents)

*Domestic Insured Mail Treated as
Registered Mail*

22. Total articles mailed at 20 cent fee_____

Domestic Insured

23. Total articles mailed at 5 cent fee_____
24. Total articles mailed at 10 cent fee_____
25. Total articles mailed at 15 cent fee_____
26. Total articles mailed at 20 cent fee_____
27. Total articles mailed at 30 cent fee_____
28. Total articles mailed at 35 cent fee_____
29. Total insurance return receipts paid for at 7 cents each_____
30. Total insurance return receipts requested after mailing paid for at 15 cents each_____
31. Total insurance return receipts requested at the time of mailing showing address where article is delivered paid for at 31 cents each_____

Domestic Collect-on-Delivery (Not Registered C. O. D. Articles)

32. Total articles sent c. o. d. at 30 cent fee_____
33. Total articles sent c. o. d. at 40 cent fee_____
34. Total articles sent c. o. d. at 60 cent fee_____
35. Total articles sent c. o. d. at 70 cent fee_____
36. Total articles sent c. o. d. at 80 cent fee_____

37. Total articles sent c. o. d. at 90 cent fee_____
38. Total articles sent c. o. d. at \$1.00 fee_____

Domestic Registered Collect-on-Delivery

39. Total registered c. o. d. articles (at all fees) _____
40. Total amount of c. o. d. fees collected thereon _____
(Dollars) (Cents)

Miscellaneous

41. Total registered articles reported under Items 1 to 15 sent as air mail_____
42. Total insured articles reported, under Items 23 to 28, sent as air mail_____
43. Total c. o. d. articles (both registered and unregistered) reported under Items 32 to 38, sent as air mail_____
44. Total amount of demurrage charges collected on registered and unregistered c. o. d. articles _____
(Dollars) (Cents)
45. Total requests for service on domestic c. o. d. mail not contemplated at the time of mailing at 10 cents each_____
46. Total number of notices on nondelivery c. o. d. mail for which fee of 5 cents was collected_____
47. Total certificates of mailing issued for domestic ordinary mail of any class at 1 cent each and certificates of mailing (additional or duplicate receipts) issued for domestic registered, insured and c. o. d. mail at 1 cent each_____
48. Total domestic registered, insured, and c. o. d. articles restricted in delivery on which an additional fee of 20 cents was paid_____

CHAPTER XII

Insured and C. O. D. Mail—Domestic

Art.

- 1. Registered c. o. d. mail.
- 23. Fees for insured mail.
- 26. Fees for c. o. d. mail.
- 29. Payment of postage and fees.
- 30. Return and forwarding guarantee.
- 31. Places to which mailable.
- 33. To military personnel.
- 36. Air mail service.
- 37. Special delivery and special handling.
- 39. Restricted delivery.
- 40. Return receipts.
- 41. Packing and wrapping.
- 45. Addressing.
- 49. Numbering.

Art.

- 50. Acceptance at post offices.
- 54. Senders' receipts and mailing office records.
- 65. C. o. d. tags.
- 70. Senders' instructions on parcels.
- 76. Acceptance by rural carriers.
- 83. Dispatch and transit handling.
- 84. Alteration or cancelation of charges.
- 91. Treatment at delivery office.
- 94. C. o. d. money orders.
- 99. Delivery of insured and c. o. d. mail.
- 124. Demurrage.
- 137. Forwarding, return, or other disposition.

REGISTERED C. O. D. MAIL

General

1. Except as otherwise prescribed, the instructions governing c. o. d. service for unregistered third- and fourth-class mail also apply to sealed c. o. d. mail of any class bearing postage at the first-class rate. The rules and regulations applicable to other c. o. d. and to other registered mail also apply to registered c. o. d. mail unless otherwise stipulated.

No senders' return receipts are furnished for registered c. o. d. mail, notwithstanding the fact that return receipts are furnished on request for registered mail not sent c. o. d.

The seals of registered or unregistered c. o. d. articles on which the first-class rate of postage has been paid must not be broken for the purpose of postal inspection.

Fees for Unregistered First-Class C. O. D. Mail

2. The c. o. d. fees and limits of indemnity prescribed for c. o. d. mail of the third and fourth classes also apply to unregistered c. o. d. mail of any class sealed against postal inspection and prepaid at the first-class rate of postage. (See art. 26 of this chapter.)

Fees for Registered C. O. D. Mail

3. (a) The maximum amount of charges collectible on registered c. o. d. mail is \$200, regardless of the amount of c. o. d. fee paid, but the maximum amount of indemnity payable is \$1,000, the limit fixed for other registered mail.

(b) The fees chargeable in addition to the postage, on registered c. o. d. mail are as follows:

Amounts of c. o. d. charges and limits of indemnity payable up to \$200:

	<i>C. o. d. fee (including registration)</i>
Not over \$10_____	\$0. 80
From \$10.01 to \$50_____	1. 10
From \$50.01 to \$100_____	1. 20
From \$100.01 to \$200_____	1. 40

(c) When indemnity in excess of \$200 is desired the following c. o. d. fees, which include registration, are chargeable in addition to the postage:

Amount of indemnity desired regardless of amount of c. o. d. charges:

	<i>C. o. d. fee (including registration)</i>
For indemnity exceeding \$200 and not exceeding \$300_____	\$1. 50
For indemnity exceeding \$300 and not exceeding \$400_____	1. 60
For indemnity exceeding \$400 and not exceeding \$500_____	1. 70
For indemnity exceeding \$500 and not exceeding \$600_____	1. 80
For indemnity exceeding \$600 and not exceeding \$700_____	1. 90
For indemnity exceeding \$700 and not exceeding \$800_____	2. 00
For indemnity exceeding \$800 and not exceeding \$1,000_____	2. 10

The amount of the c. o. d. charges governs the amount of c. o. d. fee to be paid by the sender.

4. Surcharges.—Surcharges shall be collected on registered c. o. d. mail under the same conditions as are outlined for other registered mail, except that in determining the amount of surcharge collectible there shall be taken as a basis the amount by which the declared actual value of the article exceeds the limit of indemnity payable for the fee paid. (See ch. XI, art. 4, for schedule of surcharges.)

Places to Which Mailable

5. Sealed mail of any class bearing postage at the first-class rate may be sent c. o. d. between money order offices of the United States including all money order post offices in Alaska, Puerto Rico, Hawaii, and the Virgin Islands of the United States. C. o. d. mail may not be sent to or from the Canal Zone. Sealed c. o. d. mail of any class bearing postage at the first-class rate may also be registered. (See arts. 33 to 35 of this chapter as to military personnel.)

Matter Acceptable

6. (a) The c. o. d. service for mail of any class bearing postage at the first-class rate is intended primarily for the sending of deeds, abstracts of title, insurance policies, bills of lading representing freight shipments, valuable lightweight merchandise, etc.

(b) It is not permissible to send only bills or statements of indebtedness by registered or unregistered c. o. d. mail, even though the sender may establish that the addressee has agreed to the collection of the amount involved in this manner. However, when a legitimate c. o. d. shipment consisting of merchandise, bill of lading, etc., is being mailed, the balance due on a past or anticipated transaction may be included in the c. o. d. charges, provided the addressee has given his consent in advance to such action.

(c) In order to prevent the improper use of the c. o. d. service as an agency for the collection of debts only, inquiry shall be made as to the contents of mail bearing postage at the first-class rate and presented for collection-on-delivery, and if it develops that the sender intends to use the c. o. d. service for collection of a debt only, the matter should not be accepted as c. o. d. mail. Inquiry ordinarily need not be made in those instances where it is known that the senders have been using the c. o. d. service in conformity with existing postal requirements.

(d) Coupons which upon presentation by the bearer, entitle the bearer to certain services or merchandise under the conditions printed on the coupons, may also be sent c. o. d.

Inquiries as to Contents and Packing

7. All employees accepting registered or unregistered c. o. d. mail bearing postage at the first-class rate shall make the same inquiries as to contents and manner of packing as are required in connection with other mail. Any necessary special endorsements shall be placed on c. o. d. mail. (See ch. XI, arts. 4 and 7, as to declaration of values and collection of surcharges on registered c. o. d. mail.)

Acceptance by Carriers

8. Rural carriers shall accept unregistered and registered articles bearing postage at the first-class rate to be sent c. o. d. when requested to do so by the senders. City carriers are not required to accept any mail to be sent c. o. d.

Numbering

9. (a) The delivery office portion and the delivering employee's coupon of the c. o. d. tag attached to registered articles must be conspicuously stamped "Registered." Each *registered* c. o. d. article must be given only one number, which shall be the registration number. This number shall be placed on each c. o. d. tag and each tag coupon. Where advisable a separate series of numbers may be assigned for registered c. o. d. articles, and separate registration records may be maintained for such articles. Where the quantity of such mail is limited, it may be registered in the same series as is assigned other registered articles. Registered c. o. d. mail must not be recorded or given a number in the series applicable to unregistered c. o. d. mail, but the record of registered c. o. d. articles may be mixed with the record of other registered mail.

(b) Unregistered c. o. d. mail shall be numbered in accordance with the instructions contained in article 49 of this chapter.

Preparation

10. (a) Each c. o. d. article shall have affixed thereto a c. o. d. tag, the necessary particulars on which shall be filled in by the sender in a clear and legible manner. The address side of the article must bear a legible impression of the regulation "C. O. D." endorsement, or a printed facsimile or proportionate enlargement thereof, the serial number of the article, the amount due sender, the money order fee and the total amount to be collected. Registered c. o. d. articles must also bear, in close proximity to the c. o. d. endorsement, an impression of the registry stamp.

(b) Each c. o. d. article in the form of an envelope shall have a c. o. d. tag securely affixed to the face of the envelope, preferably by means of adhesive tape, if this can be done without obscuring any portion of the address or the return card and directions of the sender. If the tag will obscure any

portion of the address or the return card of the sender, the tag should be affixed to the back of the envelope, only one end of the tag being attached to the envelope, so that the other end may be raised for inspection of the registry postmark in the case of registered c. o. d. mail. Envelopes should not be smaller than 4 by 7³/₄ inches.

Senders' Receipts and Office Records

11. Unregistered.—When firm mailing sheets are not used to list sealed unregistered c. o. d. mail, the sender's receipt portion of c. o. d. tag Form 3816 shall be issued to the sender and the mailing office portion retained as the office record.

12. Registered.—(a) The sender's receipt and the office registration record covering registered c. o. d. articles must be marked "Collect-on-delivery" or "c. o. d.," and show separately the amount of the c. o. d. charges, the c. o. d. fee, the amount of postage paid, and the amount of special delivery fee, if any, in addition to the other particulars required to be kept of registered mail.

(b) The firm registration sheets and other post office registration records take the place of the mailing office portion and the sender's receipt portion of c. o. d. tag Form 3816 when that tag is used on registered c. o. d. mail, and those portions of the tag should be detached.

(c) Because of the c. o. d. indicia required to be added to the registration receipts issued for registered c. o. d. mail and to the office registration records of such mail, at those offices where firm mailing sheets are available, such sheets should be used instead of the individual registration receipts (Forms 3805 and 3806). If individual receipts are issued for registered c. o. d. mail, the back of such registration receipts should be utilized on which to enter the c. o. d. data.

Billing and Dispatch

13. C. o. d. mail not registered should be prepared for dispatch in the manner prescribed for the dispatch of special delivery letters not registered, as outlined in chapter VI, article 56. Unregistered c. o. d. letters should be placed together in the dispatch, and the bundle or package marked "c. o. d." When c. o. d. letters, ordinary or registered, are dispatched in a bundle of mixed mail, the arrangement should be in the following order: (1) Special delivery, (2) registered mail not c. o. d., (3) registered c. o. d. mail, (4) unregistered c. o. d. mail.

Registered c. o. d. mail shall be billed and recorded under the same particulars as other registered mail. Such mail shall be included with other registered mail and made up for dispatch in the manner outlined for other registered articles. (See ch. XI, art. 64.

When the quantity or bulk of registered c. o. d. articles is sufficient to warrant the use of a separate pouch, sack, or jacket, the bill should be headed to indicate that the articles described thereon are c. o. d. articles.

The dispatching records of registered c. o. d. articles need not have the amount of the c. o. d. charges entered therein, but when the dispatch is not composed entirely of c. o. d. mail, the endorsement "c. o. d." should appear opposite the entry of each registered c. o. d. article dispatched with the other registered mail.

Treatment at Office of Delivery

14. Registered c. o. d. mail.—Registered c. o. d. articles shall be retained and delivered, forwarded, or returned by the registry sections of post offices instead of being turned over to the c. o. d. sections for handling. Registered c. o. d. articles shall be included with the other registered articles received for delivery at post offices and be handled in accordance with the methods prescribed for handling other registered mail. Care should be exercised, however, to maintain on the office records of registered c. o. d. articles such additional data as are required to be kept in connection with unregistered c. o. d. mail.

If any registered c. o. d. articles are received mixed with unregistered c. o. d. articles, steps should be immediately taken to place the registered c. o. d. mail under the protection of the registry service.

In opening pouches at offices of address, all mail received should be carefully examined in order that c. o. d. mail may be properly segregated and treated as such. All registered mail should be scrutinized in the same manner when being checked in order to note whether any of it is c. o. d. matter.

15. Unregistered first-class c. o. d. mail.—Upon receipt at destination, unregistered c. o. d. mail bearing postage at the first-class rate shall be treated in the same manner as c. o. d. mail of the third and fourth classes. (See arts. 92 and 93 of this chapter.)

16. Delivery.—The instructions in articles 108 to 118 of this chapter relative to the efforts which are to be made to effect delivery of c. o. d. mail, and the instructions in article 123 of this chapter relative to the notification of the sender, are equally applicable to registered c. o. d. mail.

Notices of the arrival of registered c. o. d. mail are to be issued on the form "Notice of Arrival of Insured or c. o. d. Mail" (Form 3849-B) instead of the form "Notice of Arrival of Registered Mail" (Form 3849), but the Form 3849-B should be conspicuously endorsed "Registered." The c. o. d. form is better adapted than the registry form for registered c. o. d. mail, because all the information on the c. o. d. form is applicable to registered c. o. d. mail,

whereas part of the information on the registry form is inapplicable and would be misleading.

17. Examination of contents.—Examination of the contents of a registered or unregistered c. o. d. article before the addressee or his authorized agent has receipted for the article and paid all the charges shall not be permitted.

18. Delivery receipts.—The delivery-office portion of the c. o. d. tag is to be used at all post offices on which to take delivery receipts for registered and unregistered c. o. d. articles.

19. Receipts to carriers.—Form 3868, "Carrier's receipt for undelivered registered mail returned and receipts for registered mail delivered," may be utilized in receipting to carriers for undelivered registered c. o. d. articles returned, and the same form may be used in receipting to carriers for c. o. d. charges turned in for registered mail, any necessary minor changes in the wording on the form being made to cover the receipt of the c. o. d. charges.

20. Reports and disposition of c. o. d. charges.—(a) *At first-class offices.*—Unless otherwise authorized, all employees at first-class offices making delivery of registered c. o. d. articles, whether at the main office or at stations, shall make a report daily to the auditor or other designated supervisory employee on Form 3821, which shall be completed in triplicate and endorsed "Registered," and, if practicable, deposited in the same receptacle provided for copies of Form 3821 representing deliveries of unregistered c. o. d. mail. The registry section shall transfer daily to the money order section all c. o. d. funds collected for registered c. o. d. articles, together with the receipted c. o. d. tags, and obtain receipt therefor on Form 3822, which shall be completed in triplicate and endorsed "Registered."

(b) *At other offices.*—At second-, third-, and fourth-class offices the c. o. d. charges collected on registered c. o. d. articles shall be handled in the same manner as the charges on unregistered c. o. d. articles. (See arts. 92 and 93 of this chapter.)

21. Forwarding or return.—No additional postage is chargeable for forwarding or returning registered or unregistered c. o. d. mail on which the first-class rate of postage was fully prepaid at the time of mailing, but any deficiency in postage or fee should be collected upon delivery. After proper delivery has been made of registered or unregistered c. o. d. mail it cannot be forwarded or returned unless remailed upon payment of additional postage.

Statistics

22. Postmasters at first-, second-, and third-class offices shall keep such records as will enable them to report the statistics listed in chapter XI, article 220.

FEES FOR INSURED MAIL

23. Mailable third- and fourth-class matter may be insured against loss, rifling, or damage in an amount equivalent to its actual value or cost of repairs. The maximum amount for which a single parcel may be insured is \$200. The insurance fees and limits of indemnity are as follows:

Amount of insurance:

From:	Fee (cents)
\$0.01 to \$5_____	5
\$5.01 to \$10_____	10
\$10.01 to \$25_____	15
\$25.01 to \$50_____	20
\$50.01 to \$100_____	30
\$100.01 to \$200_____	35

First- and second-class matter shall not be insured, but may be registered. The value of insured parcels must not be endorsed thereon. Parcels marked "Insured" but not actually insured by the Post Office Department shall not be accepted for mailing.

Unordered Insured Articles

24. Parcels containing matter offered for sale addressed to prospective purchasers who have not ordered or authorized their sending shall not be accepted for insurance. Should such matter be received in the Postal Service, indemnity for the loss, rifling, or damage thereof may not be paid.

Service To Be Encouraged

25. It is the duty of each postmaster to see that proper efforts are made to encourage the insurance of every parcel mailed. Each employee engaged in the acceptance of parcels should make a regular practice of asking each mailer: "How much insurance?" This inquiry is to be made in a courteous manner so as to invite an affirmative reply. Frequent check-ups are to be made by supervisors to see that this inquiry is made. However, mailers of small articles of considerable value, such as watches and other articles of jewelry, should be advised to use the registry service.

FEES FOR C. O. D. MAIL

26. Mailable third- and fourth-class matter, and sealed domestic mail of any class bearing postage at the first-class rate, may be sent c. o. d.; that is, the price of the article and the charges thereon (including, if desired, the postage and fee prepaid) will be collected from the addressee. The maximum amount collectible on a single c. o. d. article is \$200. The fees for collections and automatic insurance against loss, rifling, or damage in an amount equivalent to its actual value, or the cost of repairs: or against nonreceipt of c. o. d. charges are as follows:

Amounts of c. o. d. charges or amounts of insurance desired:

From:	Fee (cents)
\$0.01 to \$5-----	30
\$5.01 to \$10-----	40
\$10.01 to \$25-----	60
\$25.01 to \$50-----	70
\$50.01 to \$100-----	80
\$100.01 to \$150-----	90
\$150.01 to \$200-----	100

C. O. D. Charges Govern Fee Paid

27. The amount of c. o. d. charges governs the c. o. d. fee to be paid. However, if the amount of c. o. d. charges is less than the value, a higher fee may be paid in order to obtain indemnity for the full value within the limit of indemnity applicable for the fee paid.

Unordered C. O. D. Articles

28. C. o. d. shipments shall in all cases be based upon bona fide orders for the contents of the parcels, or in conformity with agreements between the senders and addressees. It is not the purpose of the c. o. d. service to care for other than legitimate shipments. The use of the c. o. d. service as a collection agency is not countenanced; nor may the c. o. d. service be used for the return of merchandise in connection with which any dissatisfaction has arisen, unless the new addressee has consented to such return in advance. It is not permissible to include the charges on some other article involving a past or anticipated transaction in fixing the charges on any c. o. d. parcel, unless the addressee has given his consent to such action in advance. Indemnity may not be paid for matter sent c. o. d. which has not been ordered by the addressee or sent c. o. d. in conformity with an agreement between sender and addressee. The abuse of the c. o. d. service by shippers in sending articles c. o. d. which have not been ordered or without the consent of the addressees may be construed as an attempt to defraud and as a violation of the law.

PAYMENT OF POSTAGE AND FEES

29. Each article accepted for insurance or to be sent c. o. d. shall be fully prepaid with postage and insurance or c. o. d. fee, and any other fees for available services specially requested. All postage stamps affixed to such mail must be effectively cancelled. However, care should be exercised not to disfigure postage stamps having a philatelic value.

RETURN AND FORWARDING POSTAGE GUARANTEE

30. All domestic insured and c. o. d. third- and fourth-class parcels are accepted

with the understanding that the senders, in every instance, guarantee any return or forwarding postage which may be necessary if such parcels are undeliverable. All domestic insured and c. o. d. third- and fourth-class parcels should bear, in connection with the senders' return cards, pledges guaranteeing return and forwarding postage; but regardless of whether or not the parcels bear such pledges, they shall be treated as though the pledges were on the parcels.

Insured and c. o. d. matter mailed by business concerns using specially printed labels, wrappers, or envelopes should have the return and forwarding postage pledge printed thereon, unless senders do not desire the mail returned or forwarded and have placed specific instructions to that effect on the mail. Any business concern using specially printed labels, wrappers, or envelopes without such endorsement should be requested to have such endorsement embodied in future supplies of such labels, wrappers, or envelopes.

When the sender of an undelivered insured or c. o. d. article refuses to pay the return or forwarding postage, or both, within 10 days from the date it is offered for delivery, the parcel shall be transmitted to the proper dead parcel post branch with an appropriate statement of the facts in the case. A report of the sender's failure to pay the required postage on returned insured and c. o. d. mail shall be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, but acceptance of further matter bearing such pledge shall not be refused until specific instructions to do so are received from the Department. In each instance of this kind the postmaster at the mailing office shall make appropriate record in his files for reference in the event inquiry or claim for indemnity is made concerning the parcel; and if the office to which the parcel is returned is not the mailing office, the postmaster at the mailing office should be notified so that this record can be made.

PLACES TO WHICH MAILABLE

Insured Mail

31. Parcels intended for insurance may be mailed at and addressed to all post offices in the United States proper, Alaska, Puerto Rico, Canal Zone, Guam, Hawaii, Samoa, and the Virgin Islands of the United States.

C. O. D. Mail

32. C. o. d. articles may be mailed at and addressed to all post offices in the United States proper, Puerto Rico, Guam, Hawaii, Samoa, the Virgin Islands of the United States, and all money order post offices in Alaska.

INSURED AND C. O. D. MAIL TO MILITARY PERSONNEL

Army and Air Force

33. (a) *Insured mail*.—Insured mail may be sent to or by personnel at Army and Air Force camps or posts in the United States, to or by Army and Air Force personnel at A. P. O.'s overseas, and exchanged between A. P. O.'s regardless of location.

(b) *C. o. d. mail*.—With the exception of official shipments or shipments addressed to military agencies, c. o. d. mail may not be sent to or by Army and Air Force personnel at A. P. O.'s outside the United States proper, including Alaska.

Navy, Marine Corps, and Coast Guard

34. While parcels may be accepted for insurance to all officers and enlisted men of the Navy, including personnel of the Marine Corps, and Coast Guard, c. o. d. mail shall be accepted only when addressed to such personnel at naval land establishments or receiving ships permanently located at particular points in the United States proper.

Merchant Marine and Military Sea Transportation Service

35. Domestic mail for crew members on board merchant vessels operated by the Merchant Marine or the Military Sea Transportation Service, is to be accepted for registration or insurance only when addressed in care of the ship's agent or operator in the continental United States. The responsibility of the postal service ceases upon proper delivery of such mail to the authorized representative of the ship's agent or operator.

Domestic mail for military personnel on board merchant vessels under jurisdiction of the Military Sea Transportation Service may be accepted for registration or insurance when addressed in care of the military activities for which personnel is permanently assigned and will be forwarded to such personnel through military postal channels. The responsibility of the postal service ceases upon delivery of such mail to the authorized representative of the military activity involved.

AIR MAIL SERVICE

36. Insured and c. o. d. mail may be sent as air mail upon payment of the required air mail postage in addition to the insurance or c. o. d. fee. Insured or c. o. d. air mail containing third- or fourth-class matter may have incidental first- or second-class matter enclosed therein. However, no indemnity liability will be assumed for the loss or rifling of, or damage to, the first- or second-class enclosures. Air mail consisting exclusively of first- or second-class matter shall not be insured but may be registered.

SPECIAL DELIVERY AND SPECIAL HANDLING SERVICES

37. Insured and c. o. d. mail may be sent special handling or special delivery upon payment of the prescribed special handling or special delivery fee for the class of mail involved.

Baby Chicks

38. Baby chicks, and the like, mailed under the conditions set forth in chapter IV, article 39, may be accepted for insurance or c. o. d.

RESTRICTED DELIVERY

39. The sender may restrict the delivery of minimum fee insured mail or c. o. d. mail by endorsing each such article on the address side "Deliver to addressee only" or "Deliver to addressee or order," or words of similar import and paying the required fee of 20 cents. This fee shall also be collected by the postmaster at the office of delivery for delivering each such insured or c. o. d. article which the addressee has restricted in delivery to himself or order. The fee paid for this service will not be refunded unless request for refund is made and nondelivery or erroneous delivery of the article was due to some fault of the Postal Service.

RETURN RECEIPTS

40. (a) Upon payment of a fee of 7 cents the sender of a parcel insured at other than the minimum fee may obtain a return receipt (Form 3811) showing to whom and when the parcel was delivered; a fee of 15 cents shall be paid for such a receipt requested after mailing. A fee of 31 cents shall be paid for a return receipt requested at the time of mailing to show to whom, when, and the address where the parcel was delivered.

(b) When a return receipt is requested at the time of mailing the parcel shall be conspicuously marked "Return receipt requested" or "Return receipt requested showing address where delivered," as may be proper.

(c) While return receipts are not required to be affixed to the parcels at the time of mailing, there is no objection to firms affixing return receipts to minimum fee insured parcels, provided the address is not obscured.

NOTE.—The detailed instructions concerning return receipts for domestic registered mail are generally applicable to domestic insured mail.

PACKING AND WRAPPING

Inquiries as to Contents

41. Postal employees shall inquire whether any parcel presented for insurance

or to be sent c. o. d. contains matter of a fragile, perishable, or inflammable nature, except where patrons mail in quantities and have been instructed by the Postal Service regarding packing and endorsement. If the response is in the negative, and the parcel to all outward appearance is adequately prepared for mailing, no further inquiry as to contents or packing need be made. If the response is in the affirmative, detailed inquiry shall be made as to contents and method of packing, so that the accepting employee may ascertain whether the contents are admissible to the mails and are adequately packed for safe transmission. Such parcels shall be endorsed "Fragile," "Perishable," etc. (Detailed packing instructions are contained in Part I of the Postal Guide.)

Inadequately Packed Parcels

42. Any parcel which is not packed in accordance with the instructions contained in chapter IV, or other instructions of the Department, must be refused.

Suitcases and Handbags

43. It is not necessary that suitcases or handbags be wrapped or boxed, unless the senders desire insurance against abrasion, scarring, or scraping. If suitcases or handbags are obviously in a damaged or badly worn condition when presented for insurance, notation as to their condition must be made on the mailing office record.

Firm Mailers

44. Firms and other patrons customarily mailing insured or c. o. d. parcels in quantities shall be instructed as to adequate packing and proper endorsement. The instructions on the cover page of the firm mailing book as to packing and endorsement of parcels are condensed. Therefore, postmasters shall, if such action has not already been taken, furnish to such patrons copies of Form 5395 and refer them to the detailed instructions in the Postal Guide. When necessary or advisable, special instructions shall be issued to shippers of any commodities, the packing and endorsement of which are not covered by any specific instructions of the Department. The packing methods employed by firm mailers for matter sent as insured or c. o. d. mail also should be made the subject of inquiry from time to time, particularly when it is noted that any unusual number of damage claims are filed by such patrons.

A list shall be kept of the firms or other patrons who are furnished Form 5395 as well as the dates such instructions are furnished. When parcels are presented by such patrons, inquiry need not be made as to the packing or contents.

ADDRESSING

45. Each insured or c. o. d. parcel must bear the complete names and addresses of sender and addressee. The names and addresses should be filled in with typewriter, ink, rubber stamp, or indelible pencil. Ordinary lead pencil should not be used. Parcels indefinitely or illegibly addressed, or addressed to fictitious names, or to initials (except adopted trade names of business concerns), or to box or street numbers only, shall not be accepted. This applies to the names and addresses of senders as well as addressees.

Address Labels

46. Printed address labels shall conform in arrangement and text to the requirements of the Department. The insured indicia must be a facsimile or proportionate enlargement of the official endorsement "Insured—Minimum Fee", or "Insured No. ----," as may be proper, and the c. o. d. indicia must be a facsimile or proportionate enlargement of the official "C. O. D. No. ----" endorsement. Specimens of approved address labels recommended by the Department for use exclusively on insured or c. o. d. parcels may be obtained from the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Return Requests

47. Definite return requests, preferably in print, should be placed on all insured and c. o. d. parcels. While the maximum time for which such mail may be held for delivery is 30 days, postmasters should recommend to senders, particularly extensive patrons of the c. o. d. service, that not more than 10 days be specified in their return requests, in order to prevent congestion at post offices. Since senders or their representatives will be notified of nondelivery of c. o. d. mail only if the mail is so endorsed at the time of mailing, senders who desire such notices to be issued must embody in their return requests instructions reading substantially "Notify sender on Form 3849-D of nondelivery." A fee of 5 cents is charged for each such notice. (See arts. 74 and 123 of this chapter.) If mailers do not desire c. o. d. articles to be subjected to demurrage under any circumstances, their address labels should bear instructions limiting the retention of the articles to not exceeding 15 days. (See arts. 124 to 136 of this chapter as to demurrage on c. o. d. mail.)

Address Tags

48. The use of address tags is not desirable. They may be used, however, if there is no other means of addressing parcels and affixing stamps, provided they are securely attached to the matter. If practicable, a tag or card bearing the names and addresses

of the sender and addressee should be enclosed in the parcel.

NUMBERING

49. Postmasters should give careful consideration to the numbering of parcels insured at other than the minimum fee and c. o. d. mail, with a view to eliminating prefixes and suffixes in every instance practicable and to restricting the numbers to as few figures as possible. The series of numbers should be commenced anew as frequently as found desirable in order to obtain the use of as few figures as practicable.

ACCEPTANCE AT POST OFFICES

Endorsement

50. Each parcel accepted for insurance or c. o. d. must be legibly indorsed *immediately above or just to the left of the name and address of the addressee* with an impression of the regulation "Insured—Minimum Fee" or "Insured No." or "C. O. D. No." stamp, unless it has affixed an address label bearing a printed reproduction or proportionate enlargement of the regulation stamp. The numbers of parcels insured at other than the minimum fee and of c. o. d. parcels must be inserted in a legible manner within the space provided for that purpose.

Gummed Labels

51. Form 3816-E, an "all purpose" blank perforated gummed label, is provided for use at offices of the first, second, and third classes in making any required endorsements on insured and c. o. d. articles on which clear endorsements by means of hand stamps cannot be obtained; that is, on soft or irregularly shaped parcels.

Postmarking

52. Insured and c. o. d. mail (including c. o. d. tags affixed thereto) must be postmarked on the address side to show the name of the post office, the name of the State and the *date of mailing*.

Parcels To Remain in Custody of Postal Service

53. Insured or c. o. d. parcels should not be handed back to the sender after acceptance and issuance of receipts, to be placed in the ordinary mail drop or delivered by him to another window, but must be held in custody of postal employees for dispatch.

SENDERS' RECEIPTS AND MAILING OFFICE RECORDS

Receipts for Insured Mail

54. Except when firm mailing books are used, an individual receipt for each parcel shall be issued to the sender.

55. *Insured for more than \$5.*—Form 3813,

3813-A, or 3813-P issued to the senders shall be completed to show the serial number borne by each parcel, the separate amount of insurance fee and postage paid, any fees paid for return receipts, restricted delivery, special delivery, or special handling service, and any required endorsements such as "Fragile" or "Perishable." Post office mailing records shall be made to correspond with the entries on the senders' receipts, in addition to the names of the post offices and States to which the parcels were addressed.

56. *Insured for \$5 or less.*—Form 3813-B shall be issued to the sender completed to show the name of the post office and State to which the article is addressed, in addition to the information entered on Forms 3813, 3813-A, or 3813-P, except that no insured serial number shall be entered, since parcels insured for \$5 or less are not numbered but are endorsed "Insured—Minimum Fee." No post office mailing or delivery record shall be maintained of parcels insured at the minimum fee, but statistics required by chapter XI, article 220 shall be kept.

57. *Endorsement of receipts.*—The receipts issued to the senders of insured parcels on Form 3813, 3813-A, 3813-B, or 3813-P shall bear the postmarks of the mailing offices and dates of mailing, and the initial or initials of the accepting postal employees, but not the names and addresses of the addressees, which should be entered by the mailers in the spaces provided therefor on the senders' receipts. The accepting employee's initial or initials shall be entered in the proper space on the receipt to denote that the insured parcel was endorsed "Fragile" or "Perishable." If rubber stamps bearing the word "Fragile" or "Perishable" are used to endorse the receipt, the space to indicate such an endorsement need not be initialed. Other necessary endorsements on such receipts shall be abbreviated as follows: "E" for "Eggs," "EH" for "Eggs for Hatching," "FL" for "Fragile—Liquid," and "FLU" for "Fragile—Liquid—This Side Up."

Receipts for C. O. D. Mail

58. Except when firm mailing books are used, an individual receipt shall be issued to the sender of c. o. d. mail on the sender's stub of c. o. d. tag Form 3816 completed by the sender. The receipt shall show the office and date of mailing, the number of the c. o. d. article, the separate amounts of c. o. d. fee and postage paid, the name and address of the addressee, the amount of charges to be collected, and any other required entries. The mailing office coupon of the c. o. d. tag bearing the same particulars, in addition to the name and address of the sender, shall be retained at the mailing office. The sender's receipt shall be initialed by the employee accepting the c. o. d. parcel.

Firm Mailing Books

59. The advantages of firm mailing books shall be called to the attention of patrons who customarily mail three or more parcels at one time. (Firm mailing bills in loose-leaf form are also provided.) Special authorization to use firm mailing books is not necessary.

A separate series of insured or c. o. d. serial numbers, which will not conflict with any other series used at the post office or by other firm mailers, shall be assigned each patron using firm mailing books. A list of firm mailers together with the numbers assigned to each shall be kept. Parcels on which the minimum insurance fee is paid should be listed on separate firm mailing sheets. Employees accepting insured or c. o. d. parcels listed on firm mailing sheets shall make certain that all the items applicable to the parcels listed have been filled in by the patron. Firm mailing sheets listing c. o. d. parcels or numbered insured parcels shall be completed in duplicate by the mailer. Duplicate sheets of minimum fee insured parcels need not be made.

Multiple Forms

60. Many users of the insurance and c. o. d. services have found it advantageous to obtain, at their expense, approved multiple forms providing in one operation, by carbon process, address labels, firm mailing and post office records, and, in the case of c. o. d. mail, labels to be affixed over the corresponding portions of the official c. o. d. tags. The completed mailing office and sender's receipt portions are separated in numerical sequence and fastened into two sets, the first set representing the post office mailing record and the second set representing the record to be retained by the mailer, and are presented with the parcels at the post office. The employee accepting the parcels shall receipt in duplicate for the total number of parcels presented at one mailing.

61. **Recapitulation receipts.**—The use of recapitulation receipts is recommended in conjunction with these multiple forms. These receipts, which are completed in duplicate, show the total number of insured or c. o. d. parcels presented for mailing and described on the sender's and post office portions of the multiple forms, as well as the total number of parcels at each insurance or c. o. d. fee, and provide space for postmarking and signing by the accepting postal employees. The portions of the multiple forms representing the descriptive records to be retained by the senders and mailing offices are separated by the senders into two sets, and are separately affixed to the completed recapitulation receipts, which are to be signed and postmarked in duplicate.

62. **Approval of forms.**—(a) If a patron proposes to use multiple forms he should submit several copies of the proposed forms for examination and approval before supplies thereof are obtained. When there is any doubt that multiple forms already in use or proposed to be used meet the requirements of the Department, several samples thereof should be submitted to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

(b) Postal employees should bring to the attention of their supervisors instances where the printed matter on the portions of multiple forms which are affixed to insured or c. o. d. mail, or used in connection therewith, do not conform in arrangement and text with the requirements of the Department, or instances where the labels affixed over the counterparts of c. o. d. tags are illegibly completed or are not adapted to the styles of c. o. d. tags used by the patrons.

Records of Firm Mailers

63. Postmasters should obtain the cooperation of extensive users of the insurance and c. o. d. services with a view to having them keep accurate record of the receipt of money orders covering c. o. d. returns, and of all insured and c. o. d. parcels, including the contents thereof, either addressed to them or originally mailed out by them and returned as undeliverable. Accurate records of the character desired will assist in the prompt adjustment of indemnity claims and avoid unnecessary correspondence on the part of patrons, the post office, and the Department.

Temporary Bulk Receipts

64. When a number of articles are presented for insurance or c. o. d. and the sender is unwilling to wait for the usual descriptive receipt, the parcels may be accepted by count only, the sender being given a temporary bulk receipt (Form 3824). The usual permanent receipt shall be issued as soon as practicable.

C. O. D. TAGS**Styles of Tags**

65. Four styles of c. o. d. tags are used, Forms 3816, 3816a-L, 3816a-C, and 3816a-S. The first three tags mentioned are eyeletted, and Form 3816a-S is designed for use on parcels sealed subject to postal inspection. Form 3816 is composed of four parts; namely, delivery office portion, which constitutes the sender's application for money order; delivering employee's coupon; mailing office record, and sender's receipt. This form of tag is intended for use by patrons mailing less than three c. o. d. articles at one time. The mailing office and sender's receipt portions are detached at the mailing office, the re-

mainder of the tag accompanying the c. o. d. article. C. o. d. tag Form 3816a-L, 3816a-C, and 3816a-S, consisting of the delivery office portions and delivery employee's coupons, are used exclusively in conjunction with firm mailing books, or multiple forms.

Specially Printed Tags

66. Patrons who desire to print at their expense c. o. d. tags of the eyeletted type or the paste-on type should submit for examination by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, copy thereof, in duplicate, together with two samples of the paper stock to be used, before a supply is printed. Specially printed c. o. d. tags must conform in all respects (including dimensions, color, and quality of paper stock) to corresponding stock c. o. d. tags furnished by the Department. These tags may incorporate an extra coupon next to the delivery office portion showing the senders' file or account numbers, to be returned to the senders with c. o. d. money orders.

Completion of Tags by Senders

67. The necessary particulars on c. o. d. tags shall be filled in by senders in a clear, legible manner with typewriter, ink, or indelible pencil. Ordinary lead pencil must not be used. C. o. d. parcels must not be accepted unless the tags are properly filled in. Street addresses or post office box numbers, where available, of both senders and addressees must be placed on c. o. d. tags as well as on the parcels. The complete addresses of both senders and addressees are desirable in all instances, but need not be required in the case of widely known business concerns.

Comparison of Particulars

68. Unless otherwise authorized, employees accepting c. o. d. parcels shall compare the numbers, names, and addresses of the addressees and the amounts of c. o. d. charges as shown on the tags and parcels to make sure that such particulars are uniform and correct.

Affixing C. O. D. Tags to Parcels

69. The eyeletted type of tags should be attached to parcels by means of strong and durable cord or twine. The "paste-on" type of tag (Form 3816a-S) should be securely affixed to parcels by means of a good grade of gummed tape, applied over both ends of each tag.

SENDER'S INSTRUCTIONS ON PARCELS

Abandonment

70. (a) Senders of insured or c. o. d. mail may direct the *abandonment* thereof, if undelivered, by placing instructions on

the parcels, preferably in print, reading substantially "Postmaster: *Do not forward or return*. If not accepted within ---- days treat as *abandoned*. Notify sender on Form 3540 of final disposition." These instructions should appear in a conspicuous manner in order to avoid the erroneous return of the matter to the mailing offices. No charge is prescribed for the final notice.

(b) A retention period of not exceeding 30 days may be specified for insured mail which is to be *abandoned*, if undelivered. The maximum retention period which may be specified for c. o. d. mail bearing such instructions must not exceed 15 days, except as provided in article 133 of this chapter. The senders of c. o. d. mail bearing instructions to abandon, if undelivered, may also direct that notice of nondelivery (Form 3849-D) be issued. (See art. 140 of this chapter as to treatment of such parcels.)

Sale or Destruction

71. Senders of perishable matter may direct the sale or destruction thereof, if undelivered, by placing instructions on the parcels, preferably in print, reading substantially as follows: "Postmaster: *Do not forward or return*. If undelivered after ---- days, sell contents to highest bidder and remit proceeds, less commission, to sender. (See sec. 43.47 P. L. & R., 1948)"; or "Postmaster: *Do not forward or return*. If undelivered after ---- days, *destroy*. Notify sender on Form 3540 of final disposition."

Forwarding Prohibited or Limited

72. (a) Senders of insured or c. o. d. mail may protect themselves against repeated forwarding of such mail on the request of addressees, by endorsing the parcels "*Do not forward. If not accepted within ---- days return to sender*," in which event postmaster shall ignore the forwarding orders of addressees and return the parcels to the senders at the expiration of the proper retention period, rated up with the amount of postage to be collected on return to senders.

(b) Senders who desire to limit the forwarding of their c. o. d. parcels within reason are permitted to place in the return requests on their c. o. d. parcels, in a conspicuous manner, the endorsement "*Postmaster: Do not forward after -----*. If not accepted by that date, return to sender." The time during which such c. o. d. parcels may be forwarded is limited to 30 days from the date of mailing.

Remittance to Other Than Actual Mailer

73. (a) When it is desired to have a money order in payment of charges on a c. o. d. parcel made payable to other than the actual sender, the name and address of the party to whom the charges are to be remitted must appear in the proper spaces

on the address side of the c. o. d. tag, and the name and address of the actual mailer of the parcel must be placed on the back of the delivery office portion of the tag. The name and address of the party to whom the charges are to be paid must be shown as sender on the c. o. d. parcel itself, together with directions as to return, if undeliverable. The necessary instructions on the labels of these parcels must appear on the left side thereof in the following sequence, unless otherwise authorized by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, and the right side of the labels must be reserved for the name and address of the addressee, postage stamps, and necessary postal endorsements:

(1) The indicia with respect to contents and postal inspection if sealed subject to inspection.

(2) The sender's return card (name and address) preceded by the word "From."

(3) Pledge guaranteeing return and forwarding postage.

(4) If it is desired that undelivered c. o. d. parcels be returned to the person or firm named on the parcels as the sender of record, instructions should appear reading "Postmaster: If not delivered in ____ days, return to sender." If such undelivered c. o. d. parcels are to be returned to a person or firm other than the sender of record, instructions should appear reading "Postmaster: If not delivered in _____ days forward to," followed immediately thereunder by a bordered space incorporating therein the name and complete address of such person or firm, together with the instructions "*Do not deliver without collection of c. o. d. charges*" or "*Deliver without collection of c. o. d. charges,*" as may be desired.

(5) A facsimile or proportionate enlargement of the official "c. o. d." endorsement.

(b) When the sender named on the parcel and tag is known by the postmaster at the office of mailing to be other than the person or firm actually sending the article, the name of the actual mailer must be placed on the mailing office record, in addition to the other data thereon. When a firm mailing book is used, notation thereon should be made by the mailer showing his or their name and address and the name and address of the person or firm to whom the charges are to be remitted.

(c) Before instituting inquiries or claims for indemnity covering such parcels, it must be definitely ascertained that the charges were not received by, or that the parcels were not returned to, the actual sender or the person or firm to whom the charges were to have been remitted.

Notification of and Delivery to Senders' Representatives

74. (a) Senders of c. o. d. mail may direct that notices of nondelivery be sent to

their designated representatives (the charge of 5 cents for each notice to be collected from the representatives) and that undelivered articles be delivered to such representative under the following conditions:

The necessary printed instructions on the labels of such parcels must appear on the left side thereof in the following sequence, unless otherwise authorized by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, and the right side of the labels must be reserved for the name and address of the addressee, postage stamps, and necessary postal endorsements:

(1) Indicia with respect to contents and postal inspection of sealed parcels.

(2) Sender's return card (name and address) preceded by the word "From."

(3) Pledge guaranteeing return and forwarding postage.

(4) Instructions reading substantially "Postmaster: If not delivered in 5 days send Form 3849-D to:"

(5) Bordered space within which are to appear the complete name and local or nearby address of the sender's representative to be notified for each undelivered c. o. d. parcel, and instructions reading: "*Do Not deliver to sender's designated representative without collection of c. o. d. charges*" or "*Deliver without collection of c. o. d. charges to sender's designated representative,*" one or the other of which must appear within that space.

(6) Instruction reading "If not accepted by addressee or sender's designated representative at the expiration of ____ days from receipt, return to sender." The maximum period for which such c. o. d. mail may be held at offices of address must not exceed 30 days. If the mail is not to be subjected to demurrage, the sender must limit the retention of the mail to not exceeding 15 days. If the sender should desire the mail to be held in excess of 15 days, but not exceeding 30 days at the request of the addressee or the sender's designated representative, the instructions on the mail must read: "If not accepted by addressee or sender's designated representative at the expiration of 15 days from receipt, return to sender. Parcel may be held for an additional period of ____ days provided demurrage for the full demurrage period is paid in advance."

(NOTE.—The total retention period specified, including both the free and demurrage periods, must not exceed 30 days.)

(7) A facsimile or proportionate enlargement of the official "c. o. d." endorsement.

(b) When a c. o. d. parcel bearing these instructions is refused, the sender's designated representative (but not the sender) shall at once be notified. If undelivered for any other reason, the representative shall be notified not later than 5 days from

date of receipt of parcel. Form 3849-D must be issued for each undelivered c. o. d. parcel, and each such notice shall be endorsed on the address side "Postage due 5 cents." Undelivered parcels must be held for the maximum retention period specified in the sender's instructions, not exceeding 30 days, regardless of any requests to the contrary which may be made by the addressee or the sender's designated representative.

(c) C. o. d. articles bearing instructions reading "*Do not deliver without collection of c. o. d. charges,*" must not be delivered either to the addressee's or to the senders' designated representatives without collection of c. o. d. charges, unless the senders have issued appropriate authorizations to that effect through the mailing postmasters. If the designated representative of the sender accepts delivery of the parcel at the post office, with or without collection of c. o. d. charges, as may have been authorized in the sender's instructions on the parcel, the local rate of postage shall not be charged.

(d) If the parcel is not accepted by the addressee, or withdrawn by the designated representative of the sender, it shall be returned to the sender promptly after the expiration of the retention period stated, charged with the postage for its return.

(e) When the designated representative requests that a parcel for which he has been duly notified on Form 3849-D be forwarded to him at another post office, such request shall be complied with, the parcel being rated up with the postage for forwarding and a record of such forwarding made.

Nursery Stock

75. C. o. d. parcels containing nursery stock which are not mailed in accordance with the special arrangement outlined in the following paragraphs of this article must be handled in the same manner as other c. o. d. parcels, particular care being taken not to deliver such parcels without collection of the c. o. d. charges unless authorized to do so by the senders. When such parcels are endorsed "Perishable" they should be accorded the treatment outlined in article 140 of this chapter.

Many firms mailing nursery stock have been authorized to print c. o. d. tags bearing special instructions as to disposition to be made of parcels that fail of immediate delivery. When the mailers do not desire to have the stock, if undeliverable, disposed of in accordance with the provisions of article 140 of this chapter, the senders' instructions appearing on the back of the delivery office portions of the c. o. d. tags should read substantially as follows:

"In the event addressee refuses to pay the charges for any reason, deliver at once, without collecting the c. o. d. charges. No-

tify sender at once if this c. o. d. parcel fails of delivery for any reason. If authority for disposition is not furnished at expiration of 15 days, parcel should be destroyed. See sender's coupon for further instructions."

The following instructions appear on the sender's coupon, which should be returned to the sender in every instance:

"This coupon should be returned to sender with money order. In the event this parcel is delivered without collecting the c. o. d. charges, or is destroyed after 15 days, such disposition should be checked (X) hereon and this coupon returned to sender in penalty envelope. See sender's instructions on back of delivery office coupon.

☐ Delivered to addressee without collecting c. o. d. charges.

☐ Destroyed after 15 days."

If it is desired to have the parcel treated in accordance with chapter VI, article 158, the sender's instructions appearing on the back of the delivery office portion of the c. o. d. tag should read as follows:

"In the event of addressee refusing to pay the charges for any reason, deliver at once, without collecting the c. o. d. charges: Notify sender at once if this c. o. d. parcel fails of delivery for any reason. If authority for disposition is not furnished at expiration of 15 days, sell contents to highest bidder and remit proceeds, less commission, to senders. If sale cannot be effected, parcel should be destroyed. See sender's coupon for further instructions."

The following instructions appear on the sender's coupon, which should be returned to the sender in every instance:

"This coupon should be returned to sender with money order. In the event this parcel is delivered without collecting the c. o. d. charges, is destroyed after 15 days or is sold, such disposition should be checked (X) hereon and this coupon returned to sender in penalty envelope. See sender's instructions on back of delivery office coupon.

☐ Delivered to addressee without collecting c. o. d. charges.

☐ Destroyed after 15 days.

☐ Sold for \$..... Remittance, less commission, herewith."

When such matter fails of delivery for any reason, the required notice to sender shall be issued immediately on Form 3849-D. The object of this notice is to enable the senders to communicate with addressees either direct or through their agents and arrange for the acceptance of the parcels by the addressees or withdrawal of the parcels by the agents.

These c. o. d. parcels shall be handled strictly in accordance with these instructions. Note particularly that in each instance where a c. o. d. parcel of this kind fails of delivery for any reason, the sender should be notified at once, but the parcel

must not be returned to the sender unless he so directs. Any postmaster or employee failing to send the required notice on Form 3849-D to the sender may be held personally responsible in case of loss to the sender.

When such c. o. d. parcels are presented for delivery and the addressees refuse to pay the charges for any reason, the parcels should immediately be tendered to the addressees without collection of the c. o. d. charges.

In every case where such c. o. d. parcels are delivered without collection of the c. o. d. charges in accordance with the sender's instructions on the back of the c. o. d. tags, the delivering employee should require the addressee to write, immediately above his signature, the words "Delivered without collection of c. o. d. charges."

Although c. o. d. parcels of this character bear printed instructions reading substantially "This parcel must not be returned," postmasters at mailing offices continue to report the erroneous return of such parcels to the senders. Postmasters at mailing offices shall destroy the parcels and notify the senders of their disposition on the special coupons of the c. o. d. tags.

In certain exceptional cases the senders specially request postmasters at offices of address to return certain c. o. d. parcels of this character. To avoid unnecessary work and confusion at offices of mailing, all such c. o. d. parcels shall be conspicuously endorsed "*Notice: Nursery stock returned at sender's request.*"

ACCEPTANCE BY RURAL CARRIERS

76. Postmasters at rural delivery offices shall see that rural carriers are instructed to accept articles for insurance or c. o. d. and are equipped with necessary supplies. Rural carriers shall use Form 3813-A in issuing receipts for and in recording all parcels accepted by them for insurance, but any parcel on which the minimum insurance fee is paid shall not be numbered but shall be endorsed "*Insured—Minimum Fee.*"

Numbering

77. Each rural route shall be assigned one series of numbers for parcels insured at other than the minimum fee and another for c. o. d. mail, in conformity with the scheme for numbering registered mail, and record shall be kept of the last number used. Every number shall be accounted for.

Acceptance

78. Rural carriers, when requested, shall insure third- and fourth-class matter, and shall accept third- and fourth-class and sealed domestic mail matter of any class bearing postage at the first-class rate to be sent c. o. d. The sender of c. o. d. mail shall fill in a c. o. d. tag with ink, typewriter, or indelible pencil, showing the amount to

be collected and the names and addresses of the sender and addressee. Stamps to pay the required postage, when the correct amount is known, and fees shall be affixed to the parcels, and properly completed c. o. d. tags shall be attached to c. o. d. parcels. When articles require special endorsement, such as "perishable," "fragile," etc., appropriate notation shall be made on the articles (and on tag coupons if c. o. d.) to assure proper endorsement at the post office.

Sender's Receipt and Office Record

79. Immediately upon acceptance, the prescribed receipt shall be issued to or left for the sender. The amount of insurance or c. o. d. fee, and postage, when correct amount is known, shall be entered on the sender's receipt and the mailing office record. Stubs and mailing-office coupons descriptive of insured and c. o. d. articles accepted by rural carriers shall be filed at the post office.

Examination at Post Office

80. Insured and c. o. d. articles accepted by rural carriers shall be carefully examined at the post office to ascertain whether they bear appropriate endorsements, required postage and fee, are properly packed, and that c. o. d. tags are correctly completed.

Rating Parcels

81. When in doubt as to the weight of an article, an amount sufficient fully to prepay postage and insurance or c. o. d. fee shall be collected, the space for postage being left blank, and the total amount received, including the insurance or c. o. d. fee, shall be entered on the back of sender's receipt and mailing office record. The receiving postmaster or postal employee shall enter the correct amount of postage on the mailing office record. The total amount required and the excess, if any, shall be shown on the back of the mailing office record beneath the total amount received as entered by the carrier. Any excess payment shall be handed to the sender on the carrier's next trip or enclosed in an envelope and placed in the sender's mail box.

Matter Left in Boxes

82. An article intended for insurance or c. o. d. may be left in a rural patron's mail box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the article is properly packed, marked "Insured" or "G. O. D.," and the c. o. d. tag is properly filled in and attached. A note shall be left stating whether contents of the article, if other than first-class, are of a fragile, perishable, or inflammable nature, and if so, describing the packing in detail. The note also shall state the value if insured, and what part of the stamps or money represents the insurance or c. o. d. fee.

When desired, a blank c. o. d. tag may be left in the box to be filled out and attached to an article for collection on a subsequent trip. The Department assumes no responsibility for such articles until receipted for in good condition, nor for such money unless received.

DISPATCH AND TRANSIT HANDLING

83. Domestic insured and c. o. d. mail (except registered c. o. d.) shall be dispatched and handled as ordinary mail while in transit between the office of mailing and the office of delivery.

ALTERATION OR CANCELLATION OF CHARGES

Treatment of Sender's Authorization at Office of Mailing

84. If the sender directs, the amount originally stated as due him on delivery of a c. o. d. parcel may be increased (not to exceed \$200), decreased, or canceled, or the parcel delivered to another addressee at the office where it is held.

85. Fee charged and method of accounting.—A fee of 10 cents shall be charged for each request for the alteration or cancellation of the charges on a c. o. d. article, or for delivery of the article to another addressee at the post office where it is held. This fee shall be accounted for by means of uncanceled postage stamps affixed to the Form 3818 or other communication and canceled. The fee of 10 cents will not be refunded in the event the Postal Service is unable to comply with the request of the sender, unless such failure to perform the service applied for was the fault of the Postal Service. If any increase in the amount of c. o. d. charges requires a higher c. o. d. fee, the request of the sender shall be accompanied with postage stamps representing the difference in the amounts of the fees. The stamps shall be affixed to the authorization and canceled.

86. Completion of Form 3818 and mailing office record.—The Form 3818 or other communication shall embody the complete local address of the addressee and be transmitted to the postmaster at the office where the parcel is held, together with the local rate of postage if required under the conditions set forth in article 87 of this chapter. In every instance where request is made for alteration or cancellation of the charges on a c. o. d. article, or for delivery of the article to another addressee at the post office where held, appropriate notation shall be made of such change on the mailing office record.

87. Requests to be accompanied with postage at the local rate.—(a) It is presumed that in cases where the sender requests the alteration or cancellation of the charges on

a c. o. d. parcel, one attempt to deliver has already been made. Therefore, in every instance where the parcel was addressed for delivery by carrier (city, village, or rural), the request of the sender must be accompanied with postage at the local rate for the second attempt at delivery. If the sender requests that a c. o. d. parcel be delivered to other than the original addressee at the office where it is held, the request should be accompanied with postage at the local rate, regardless of whether the parcel is to be delivered at the post office or taken out for delivery by carrier.

(b) Postage at the local rate is not required in any instance where the sender of an undelivered c. o. d. parcel directs that the parcel be delivered to the original addressee at the post office where held with charges altered or canceled, provided the sender has arranged in advance for the addressee to call at the post office. In each such instance the related Form 3818 should be endorsed "No local rate required; addressee will call for parcel."

Telegraphic Requests

88. If desired by sender, telegraphic authorization may be issued to alter or cancel the c. o. d. charges or to deliver such mail to a new addressee at the office where held. The telegram must be authorized and paid for by the sender, but sent by and under the name of the postmaster at the mailing office. The telegram must show the number of the parcel, mailing office, name of the sender, name and complete local address of the addressee, the amount of c. o. d. charges involved, and the name and complete local address of any new addressee.

Postmasters who send such telegrams must confirm them immediately with a letter repeating the telegrams as sent. The 10-cent fee should be affixed by means of uncanceled postage stamps to the letter confirming the telegram, the stamps canceled by the postmaster at the office of mailing, and transmitted to the postmaster at the office of address for filing with the delivery office record. Requests for confirmation should be made if not received promptly, and failure to comply with such requests should be reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

It will be necessary for the sender to prepay the additional postage at the local rate for the second attempt at delivery if delivery by carrier is involved; otherwise the postage at the local rate will be collected from the addressee upon delivery, except in those instances where the telegram is received by the postmaster at the office of address before one attempt at delivery has been made.

If the sender does not desire that the addressee be required to pay the additional postage at the local rate where delivery by

carrier is involved, and one attempt at delivery has been made before the receipt of the telegram, he should pay the local rate of postage to the postmaster at the office of mailing. In such case the telegram should include, in addition to the other essential matter, the words: "Postage follows." The postage at the local rate should then be sent to the postmaster at the address office, by means of uncanceled postage stamps, with the Form 3818 or letter confirming the telegram. As the parcel ordinarily will have been delivered before the postage at the local rate reaches the address office, the postmaster at that office should, upon receipt of telegram, affix postage stamps from his stock to the parcel and cancel them to cover the charge for the second attempt at delivery, and when the postage is received from the mailing office replace the stamps used from his stock.

If a request to increase the charges on a c. o. d. parcel is made by telegram and the increase requires a higher c. o. d. fee, the request of the sender should be accompanied with postage stamps representing the difference in the amounts of the fees, which stamps should be canceled and affixed to the letter confirming the telegram sent to the postmaster at the office of delivery.

Treatment of Sender's Authorization at Office of Delivery

89. (a) Upon receipt of the prescribed senders' authorizations from postmasters at offices of mailing, they shall be given prompt attention. The sender's authorization shall be attached to and filed with the delivery office portion of the c. o. d. tag, if delivery is effected. When a c. o. d. parcel is delivered with the charges released, the addressee should add to his signature on the c. o. d. tag a statement to that effect. Any postage at the local rate should be affixed to the parcel and canceled.

(b) When postage at the local rate is required.—Postage at the local rate is required to be paid only in those instances where an attempt already has been made to deliver a c. o. d. parcel by carrier prior to the receipt of the sender's authorization on Form 3818 or other communication. Postage at the local rate should be returned to the postmaster at the office of mailing for delivery to the sender if the related c. o. d. parcel has not received such delivery service.

(c) When required postage at the local rate is not received.—If the sender's authorization is not accompanied with the required postage at the local rate, the amount should be collected upon delivery and stamps in payment of the deficiency affixed to the parcel and canceled. The irregularity shall be reported to the Bureau of Finance, Division of Registered, Insured

and C. O. D. Mail, on Form 3826a or by letter.

(d) Refusal of addressee to pay local rate of postage.—If the addressee refuses to accept delivery of a c. o. d. parcel merely because the local rate of postage has not been furnished by the sender, the parcel shall nevertheless be delivered in conformity with the sender's authorization. The postmaster at the office of mailing shall then be requested to furnish the required local rate of postage by means of uncanceled postage stamps, upon receipt of which the stamps will be canceled and affixed to the original authorization.

(e) Authorizations received after c. o. d. mail has been forwarded.—Senders' authorizations received after the related c. o. d. parcels have been forwarded to the addressees shall be transmitted promptly to the postmasters at the new offices of address for appropriate attention.

90. Direct request of sender.—When a request for alteration or cancellation of charges or delivery to other than the original addressee is received by a postmaster at office of address direct from the sender, the postmaster may, if satisfied of its authenticity, comply with the request and notify the postmaster at the mailing office so that the sender may be informed that any similar requests should be filed at the office of mailing. Delivering postmasters will be held responsible for the genuineness of such requests, and in case of doubt must submit them for verification to the postmasters at mailing offices.

TREATMENT AT DELIVERY OFFICE

Examination of Incoming Mail

91. All parcels received for delivery must be carefully scrutinized to assure the proper delivery of insured and c. o. d. parcels, the collection of charges due on c. o. d. parcels, and the observance of any restriction in delivery or the compliance with senders' requests for return receipts for insured mail.

Tags must be filled out and marked "Duplicate" for all c. o. d. parcels from which the original tags have become detached, so that proper delivery may be made. Postal employees may be held personally responsible when loss is sustained because of their failure to observe this requirement.

Prompt inquiry shall be made of the addressees to ascertain whether c. o. d. parcels represented by loose c. o. d. tags had been delivered without collection of c. o. d. charges, for appropriate action. At offices where descriptive records on Forms 3814-A or 3814-C are maintained, loose c. o. d. tags shall be recorded in the same manner as incoming c. o. d. mail, except that the entry shall read "Loose Tag."

Treatment of Incoming C. O. D. Mail and Funds

92. At first- and second-class offices.—Incoming c. o. d. mail and funds shall be handled in accordance with the mimeographed instructions issued October 17, 1942, for first-class offices and June 4, 1948, for second-class offices. Exceptions to these instructions must not be made without authority from the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

93. At third- and fourth-class offices.—(a) The c. o. d. tags on all incoming c. o. d. parcels shall be postmarked to show the actual date of receipt. The parcels shall be promptly recorded in book Form 3814-A, which also shall show the final disposition made of each recorded parcel.

(b) In effecting delivery of c. o. d. parcels the requirements of article 105 of this chapter shall be strictly complied with, particularly with regard to the dates of delivery which shall be entered on the reverse side of the delivery office portions of the c. o. d. tags either by the persons to whom delivery is made or by the delivering employees.

(c) When c. o. d. parcels are assigned to rural carriers for delivery, their receipts shall be obtained on the delivering employees' coupons of the related c. o. d. tags. At the end of each trip, each rural carrier shall turn in to the postmaster the total amount of charges collected, together with the receipted c. o. d. tags therefor, or undelivered parcels. The postmaster shall complete and initial the delivering employees' coupons to show the disposition made of the related parcels and surrender the coupons to the carriers. The rural carriers shall file the delivering employees' coupons in numerical order and retain them for 2 years. The delivering employees' coupons are considered as the property of the carriers, but shall be produced upon request.

C. O. D. MONEY ORDERS

Issuance of Money Orders

94. (a) Money orders shall be issued and mailed on the same day that c. o. d. parcels are delivered, if possible. If not, they should be issued and mailed without fail on the following business day. Delay in the issuance of money orders after c. o. d. parcels have been delivered will not be tolerated.

(b) The name of the sender of the c. o. d. parcel must appear as the payee on each money order issued for a c. o. d. parcel, and the name of the addressee as the remitter. The number of each c. o. d. parcel must be placed in the space provided for that purpose on the money order, and the serial number of the money order and date of issue shall be entered in the spaces

provided therefor on the c. o. d. tag. If the parcel number is omitted from a tag or is illegible, the space provided for the parcel number on the money order shall be endorsed "Omitted" or "Illegible," as the case may be, and the money order mailed to the sender. Postmasters at first-, second-, and third-class post offices shall enclose Form 3804 with such remittances. When it is noted that the parcel numbers on c. o. d. tags prepared by any particular mailer frequently are omitted or are illegibly entered, appropriate report should be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

(c) Money orders must in each case be mailed in a No. 6 penalty envelope addressed to the person named as the sender of the parcel, who is also the payee of the order.

(d) If the c. o. d. tag contains an extra coupon to be returned to the sender, the coupon must be enclosed with the money order.

(e) A separate money order must be issued for the charges on each c. o. d. parcel bearing charges of not exceeding \$100. When c. o. d. charges exceed \$100 two money orders shall be issued, one for \$100 and the other for the remainder. The numbers of both money orders must be entered on the c. o. d. tag. A separate money order fee shall be charged for each money order.

Name and Address of Sender Unknown

95. A c. o. d. parcel received without the name and address of the sender on the parcel or the c. o. d. tag should be delivered, the charges collected, and the sender's name and address ascertained from the addressee. The amount collected should be retained until the name and address of the sender is verified by the postmaster at the mailing office, who, if his records do not show the name of the sender, should be requested to obtain a statement from the party specified as the sender, showing that the parcel was mailed by him. Such statement should be forwarded to the postmaster at the office of delivery, who shall attach it to the delivery tag. The money order should then be issued and mailed. If it is impossible to obtain the sender's name and address in this manner, the money should be held for 1 year and if not claimed shall be transmitted to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Application for Duplicate Money Order

96. When a money order issued in payment for a c. o. d. parcel has been lost, the issuing postmaster should prepare an application for a duplicate in which is shown the c. o. d. parcel number, and forward the application to the regional accounting office for certification and transmittal to the Bureau of Finance, Division of Money Orders.

Money Order Not To Be Repaid

97. Except under special instructions from the Department, a c. o. d. money order should not be repaid to the addressee without the consent of the payee, which may be given either by endorsement in usual form on the money order or by means of a separate written authorization addressed to the issuing postmaster.

Unclaimed C. O. D. Money Order

98. If an envelope containing a money order issued in payment of the charges on a c. o. d. parcel is returned unclaimed to the issuing postmaster, the order should be held subject to claim on the part of the payee, or until his whereabouts can be ascertained. Reasonable endeavor should be made at once by the issuing postmaster to secure an address to which the money order again may be mailed. The addressee of the parcel and the postmaster at the office at which the parcel was mailed should be requested to assist in obtaining the sender's correct address. If the payee cannot be located, the order, with a statement of facts, should be forwarded promptly to the Bureau of Finance, Division of Money Orders, and disposition thereof noted on the tag which should be retained by the postmaster.

If an envelope containing a c. o. d. money order is returned to the office of issue endorsed "*Fraudulent*," "*Refused—Out of business*," or "*Fictitious*," the envelope, together with the money order, shall be transmitted immediately to the Bureau of Finance, Division of Money Orders.

DELIVERY OF INSURED AND C. O. D. MAIL**Delivery of Insured Mail**

99. "**INSURED—Minimum Fee**" Mail.—Parcels endorsed "*Insured—Minimum Fee*" shall be delivered in accordance with the instructions governing the delivery of ordinary mail. Delivery receipts shall not be taken upon delivery of such parcels.

100. **Numbered insured mail.**—(a) Parcels endorsed "Insured No. —", shall be promptly delivered under the rules and regulations governing the delivery of registered mail, so far as they are applicable. Carriers shall not be required to receipt for insured parcels assigned to them for delivery.

(b) *Receipts to be taken.*—Receipts shall be taken for all numbered insured mail delivered to serve as the post-office record of delivery.

(c) *Forms to be used.*—Form 3849-B ordinarily should be used to obtain the required post office delivery receipt, and

should be prepared by the carriers. Where firms or other patrons customarily receive an average of three or more numbered insured parcels at one delivery, Form 3883 or Form 3883a (Firm delivery book) should be used. Offices of the third and fourth classes using Form 3850 (Record of Transit and Delivered Registered Mail) may use that form to take receipts from addressees when delivery is effected at the post office, the word "registered" being changed to "insured."

(d) *Receipt to be completely filled out.*—Each receipt shall bear the insured parcel number and the name of the office and State of origin of the parcel. If the insured parcel number is omitted or is illegible, delivery of the parcel shall not be withheld. In such case appropriate notation shall be made on the receipt of the name of the post office and State of origin, the name of the sender, and the date of mailing. The receipt shall be signed by the addressee or, when delivered to other than the addressee, both names should appear, the name of the addressee first and the signature of the person accepting delivery for the addressee immediately thereunder. The date of delivery shall appear, preferably placed by the person to whom the parcel is delivered, or when this is not done the employee making delivery shall insert the date of delivery. The employee making delivery shall also place his name on the receipt. These receipts must be returned promptly to the post office upon completion of each carrier's trip.

101. **Receipts, methods of filing.**—(a) At offices of the first and second classes, delivery receipts for insured mail shall be filed numerically, by the last two digits of parcel numbers, or alphabetically, by names of addressees, if the numbers cannot be obtained. At large offices a temporary alphabetical file, by name of addressee, may be kept for parcels which fail of delivery and are held awaiting delivery, if the maintenance of such a file is considered essential.

(b) At offices of the third and fourth classes delivery receipts may be filed by the last two digits of the parcel numbers or alphabetically under the names of the post offices of mailing. In the latter case, when there is more than one receipt for any post office of mailing they may be arranged numerically by parcel numbers; or, if considered preferable, the receipts may be filed alphabetically under the names of the addressees, and when there is more than one receipt for any one addressee the receipts may be arranged by dates of delivery or by parcel numbers.

102. **Receipts for parcels returned to senders.**—Receipts shall be obtained from

senders of numbered insured mail returned to them as undelivered matter. If desired, the delivery receipts for numbered insured mail returned to senders may be kept separate from delivery receipts covering parcels delivered to addressees.

103. Return receipts.—(a) Return receipts are not furnished for minimum fee insured parcels. Since it is not required that return receipts (Form 3811) be attached to the parcels at the office of mailing, delivering employees must be furnished with Forms 3811, and instructed to examine each parcel before delivery and to obtain a return receipt in each instance where required.

(b) The number of the parcel, the name and address of the sender, the postmark of delivery office, the signature of addressee, and the date of delivery, must appear on each receipt, and a separate receipt must be furnished for each parcel for which such receipt is requested.

(c) *Return receipt requested showing address where delivered.*—When an insured article received for delivery bears an endorsement reading "Return receipt requested showing address where delivered," a return receipt should be obtained in the usual manner upon delivery of the article, and the employee effecting delivery of the article should place on the return receipt the complete address where delivery was made.

(d) *Return receipt requested after mailing.*—When a request is received from the postmaster at the office of mailing for a return receipt requested after mailing, effort should be made to secure the signature of the person whose receipt is held for the insured parcel. If the person to whom the insured parcel was delivered declines to sign a return receipt, the postmaster at the office of delivery should furnish the postmaster at the office of mailing, for delivery to the sender, a statement showing the date of delivery of the insured parcel and the name of the person signing therefor.

(e) If it is noted in any instance that a postmaster has failed to collect the separate and additional fee required for a return receipt, delivery shall not be delayed, but the return receipt shall be obtained and sent under cover to the postmaster at the office named in the address of the sender. The fee for the receipt shall be collected upon delivery.

(f) All instances of failure to receive a number of return receipts from any particular office, indicating that such office is not giving proper attention to this matter, shall be reported to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

104. Selective check of receipts.—(a) A selective check shall be made at least quarterly at offices having carrier service,

to ascertain whether all delivering employees are obtaining the required post office delivery receipts for numbered insured mail, and whether such receipts on Form 3849-B are properly filed.

(b) A selective check also shall be made of firm delivery bills listing numbered insured parcels received for delivery to assure that all such mail has been recorded accurately and legibly.

(c) Prompt corrective action shall be taken when the selective check discloses any evidence of failure to obtain delivery receipts, or of careless or illegible entry of the pertinent information thereon.

(d) A record shall be maintained showing the dates of the selective checks and the results thereof and such records shall be retained for a period of 1 year.

Delivery of C. O. D. Mail

105. C. o. d. mail shall be delivered under the rules and instructions governing the delivery of registered mail, insofar as they are applicable. The c. o. d. tag shall be signed by the addressee or, when delivered to other than the addressee, both names should appear, the name of the addressee first and the signature of the person accepting delivery for the addressee immediately thereunder. The date of delivery shall be placed in the space provided therefor on the back of each c. o. d. tag, preferably by the person to whom the parcel is delivered, or when this is not done the employee making delivery shall insert the date. The employee making delivery must also place his name, and if a carrier, his cap or route number, on the receipted tag.

Unless otherwise authorized receipts on c. o. d. tags shall be obtained from senders for all c. o. d. mail returned to them as undelivered matter. Such c. o. d. mail shall not be charged to carriers, nor shall collection be made of the c. o. d. charges.

106. Examination of contents prohibited.—Examination of the contents of c. o. d. parcels before delivery is prohibited regardless of requests or representations of senders or addressees. This also applies to parcels addressed to postmasters and postal employees. Any postmaster or postal employee permitting such examination will be held personally responsible in case of financial loss to senders.

107. Collection of c. o. d. charges.—Delivering employees will be held responsible for failure to collect the full amount of c. o. d. charges entered on c. o. d. tags, and for failure to collect the proper money order fee, even though the money order fee is incorrectly stated on the tags. In case the money order fee is incorrectly stated on the c. o. d. tag, the proper fee shall be collected the fee corrected on the tag, and a report of the error made to the Bureau of Finance, Division of Registered, Insured and C. O.

D. Mail. When the amount of c. o. d. charges exceeds \$100, delivering employees are cautioned to exercise extreme care to see that the total amount of money order fees stated is correct, to make any necessary correction, and to collect the correct amount on delivery. Any deficiency involved may have to be collected from the employee failing to collect the correct amount on delivery.

Delivering employees are not required to verify the amount of c. o. d. charges shown on the tag with the amount shown on the parcel; however, when a discrepancy between the two amounts is observed, attempt should be made to collect the larger amount and withhold remittance until the correct amount is ascertained from the mailing postmaster, whereupon any excess of the correct amount should be returned to the addressee. If the addressee refuses to accept the parcel at the larger amount, the correct amount should be ascertained from the mailing postmaster and the parcel again offered for delivery. Such irregularities shall be reported to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

Carriers are not required to make change when collecting charges on c. o. d. parcels unless they have the correct change in their possession. Patrons are expected to have the proper amount of money on hand.

Number of Attempts To Deliver

108. By city or village carriers.—(a) Insured and c. o. d. parcels shall be taken out once for delivery, unless the matter is properly held for desk delivery, in which event notices of arrival should be issued to the addressees on Form 3849-B. If not accepted at that time for any reason, notice on Form 3849-B shall be given by the carrier to, or left for, the addressees that the parcels will be held at the post office. No subsequent notice on Form 3849-B shall be issued in such cases. When insured or c. o. d. mail is not deliverable by carriers, postmasters shall promptly notify the addressees on Form 3849-B of the arrival of the mail, except in those cases where the addressees habitually call for both insured and c. o. d. mail. Such notices are to be postmarked and delivered through the regular channels of the addressees' ordinary mail.

(b) In attempting delivery of insured mail, a city or village carrier should wait only a reasonable time for a response to his ring or knock. If no one then responds he may leave a minimum fee insured parcel at the accustomed place, provided a written order has been secured from the addressee to leave insured mail at a specified place. In the delivery of numbered insured mail the provisions of article 100 of this chapter shall be strictly observed. If the addressee has not filed a written order permitting delivery of his minimum fee insured

mail at a specified place, minimum fee insured mail, as well as numbered insured mail, which cannot be personally delivered to the addressee or some responsible person who customarily receives his ordinary mail, should be brought back to the post office, and notice on Form 3849-B shall be left for the addressee.

(c) When a c. o. d. parcel is taken out for delivery on the first attempt and is offered for delivery to the addressee or some responsible person for the addressee, but delivery cannot be effected because the amount of charges is not on hand, or the exact amount is not readily available and the carrier cannot make change, the person to whom the parcel is tendered should be asked to state the exact date on which delivery will be accepted if the parcel is again brought out. The carrier should make an appropriate and conspicuous notation on the parcel itself for the information of the employee assigning c. o. d. parcels for delivery, and the parcel should be again taken out for delivery on the date specified.

109. By rural carriers.—Rural carriers shall not be required to make more than one visit to a residence to effect delivery of insured or c. o. d. mail. If the residence is more than one-half mile from a rural route or if there is not a passable road leading to it, the carrier is not required or expected to make delivery thereat. In the latter case the carrier shall leave a notice on Form 3849-B in the rural mail box, so that the addressee can be at the box on the next trip of the carrier or call for the mail at the post office.

110. Postage at the local rate—when to be charged.—When the sender or addressee requests that a second attempt be made to deliver by carrier, a parcel which was unqualifiedly refused on the first attempt, each such request must be accompanied with postage at the local rate. However, postage at the local rate shall not be charged when the addressee or his authorized representative, after having refused the parcel when originally presented for delivery, calls at the post office where the parcel is held and accepts it.

Insured or c. o. d. parcels which have not been unqualifiedly refused will not be taken out for delivery a second time at carrier offices until assurance is given by the addressee or his authorized representative that the parcel will be accepted, and no extra postage charges are to be made for the second attempt to deliver in such cases. However, when the sender requests that such insured or c. o. d. mail be given renewed delivery service by carrier, each such request must be accompanied with postage at the local rate.

Where an insured or c. o. d. parcel which has not been unqualifiedly refused has been taken out twice for delivery by carrier, but

not accepted, postage at the local rate must be paid for each subsequent attempt at delivery.

No local rate of postage is to be charged on delivery of c. o. d. mail prepaid at the letter rate of postage. Any deficiency in postage at the letter rate should, however, be collected on delivery.

Addressed to Military Installations

111. (a) Insured mail, the delivery of which has not been restricted by the sender or addressee, addressed to military personnel at military installations within the United States proper, may be delivered, without written orders of the addressees, to the mail orderlies authorized to receive such mail by the commanding officers of the military installations in written instructions filed with the post office by the commanding officers.

(b) If in any instance the commanding officer has not authorized the delivery of insured mail to mail orderlies, in written instructions filed at the post office, report of the facts in the case should be made to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

(c) Insured mail the delivery of which has been restricted by the sender or addressee, shall be held at the post office or station or branch, and a notice (Form 3849-B) shall be issued promptly. However, when the addressee is located at a point remote from the post office and it is impracticable for him to call in person, mail restricted in delivery may be delivered to authorized mail clerks upon written request of the addressee.

(d) C. o. d. articles addressed to members of military organizations at military camps or posts will be held at the post office, station or branch and a notice on Form 3849-B will be sent out promptly to the addressee to call at the post office, station or branch. The notice shall show the point at which delivery will be made, as well as the c. o. d. number of the article, name of addressee and the amount of c. o. d. charges. C. o. d. mail shall not be delivered to other than the addressee, unless the addressee so requests in a written order. When such an order is given, the c. o. d. charges must be paid by the person authorized by the addressee to receive the c. o. d. article. When delivery of a c. o. d. article has been restricted to the addressee or to the addressee or order, the restriction must be strictly observed.

Addressed to Hotels

112. Numbered insured and c. o. d. mail, the delivery of which has not been restricted, addressed to a guest at a hotel, occupant of an apartment house, or the like, may be delivered without a written order from the sender or addressee to any person in a supervisory or clerical capacity to whom

mail addressed to the hotel, apartment house, or the like, is customarily delivered. Both the delivery record of a numbered insured parcel and the return receipt, if requested, shall be signed by the person accepting delivery, and the delivery record and return receipt shall show the actual date of delivery. Charges on c. o. d. mail so delivered must be paid at the time delivery is effected. The c. o. d. tag shall be signed by the person accepting delivery and shall show the actual date of delivery.

Delivery in Transit

113. Insured and c. o. d. mail in transit to a post office receiving special supply may, in cases of emergency, be delivered from the distributing office upon the addressee's personal or written application, with satisfactory identification; but no numbered insured or c. o. d. mail which is marked for delivery to the addressee only shall be delivered to other than the addressee. Records of such delivery of insured or c. o. d. mail shall be retained by the distributing office. Particulars of the parcel delivered in transit by the distributing office shall be transmitted to the postmaster at the office of address, who shall enter the parcel upon his records and make a note on the records to the effect that delivery was made in transit from the distributing office.

On Star Routes

114. Insured and c. o. d. mail shall not be delivered to a star route carrier unless the addressee expressly so requests in a written order filed at the post office. In the cases where such orders are given, the carriers are considered as the representatives of the addressees and the responsibility of the Postal Service ceases when delivery has been made to the carrier by the postmaster and the signature of the carrier obtained. In case of c. o. d. mail, delivery should not be made to the star route carrier until the amount due is paid.

At Offices Not Having Carrier Service

115. Postmasters at offices not having carrier service are expected to use every means practicable, not involving expense to the Department, to notify addressees that insured and c. o. d. parcels are on hand for delivery. Notice on Form 3849-B shall in each case be placed in the general delivery or in the post-office box if one is rented by the addressee.

Perishable Parcels

116. (a) When an insured or c. o. d. parcel containing perishable matter not prepaid for special delivery service is received at a carrier delivery office, it must be taken out for delivery by carrier on the first regular trip. If the parcel is undelivered because of no response, notice on Form 3820a shall be left for the addressee, and in the

case of a c. o. d. parcel the notice shall be endorsed to show the amount of c. o. d. charges due thereon.

(b) Parcels received in any delivery post office on Saturday or the day before a holiday, after the hour when the parcel delivery carriers leave the office, or on Sundays or holidays, the contents of which parcels are of such perishable nature that they cannot be held over until Monday morning or the day following a holiday, shall be promptly delivered as special delivery mail even though they do not bear special delivery postage, a receipt taken therefor, and the proper special delivery fee collected as postage due at the time of delivery. When it will not result in spoiling, such delivery may be made by collectors. The messenger or other employee making delivery will leave a slip notice (Form 1544) with the addressee, explaining the necessity for the additional postage charge and asking cooperation in having such matter mailed as special delivery in the future. The sender should be sent a card notice (Form 1543). Parcels containing butter should be regarded as perishable under these instructions.

(c) The instructions in this article also apply to small second- and to third- and fourth-class post offices where no delivery service or no parcel post delivery is maintained, all perishable parcels to be promptly delivered when received as indicated.

Damaged Parcels

117. (a) Damaged parcels should not be withheld from delivery, but when there is any question as to the sufficiency of the packing, or when the parcels contain fragile matter not appropriately endorsed, the wrapper and packing should be immediately obtained by the postmaster who makes delivery, and held available as evidence in the event claim is subsequently filed.

(b) If the addressee refuses to accept a parcel in apparently damaged condition he should be advised that acceptance will not prejudice any claim for indemnity, but on the contrary would expedite the filing and settlement of the claim. If the parcel is still refused, the contents should be examined at the post office and another attempt to deliver it made if all the articles are in good condition or only slightly damaged. If the second attempt at delivery is unsuccessful, the sender should be notified of the refusal and extent of damage and if no response is received, the parcel should be returned to sender at the expiration of the proper retention period. If the examination discloses that the contents are damaged beyond repair or rendered worthless, the sender should be notified to that effect and the parcel held pending receipt of instructions or the filing of a claim. If instructions are not received and a claim is not filed within a reasonable length of

time, the postmaster at the office of mailing should be requested to ascertain the disposition to be made of the damaged articles.

(c) If no response is received from the senders in connection with partially damaged insured or c. o. d. parcels bearing the endorsement to be treated as "abandoned" if not delivered, the parcels should be disposed of in conformity with the requirements of article 140 of this chapter.

Spoiled Parcels

118. When perishable articles are received spoiled, note shall be made of the date and hour of receipt of the parcel for delivery, the actual date and hour of delivery to the addressee, whether the parcel was endorsed "Perishable," and the cause of any delay or improper handling if known, for the information of the paying postmaster or the Department, as may be appropriate. If the parcel was not appropriately endorsed, the wrapper thereof should immediately be obtained by the postmaster who makes delivery and held available as evidence in the event claim is subsequently filed. When the parcel does not disclose deterioration at the time of delivery to the addressee and the addressee subsequently makes claim for indemnity, the delivering postmaster should make careful investigation and furnish a detailed statement of the facts for the information of the paying postmaster or the Department.

Return to Postal Service After Delivery

119. (a) After proper delivery has been effected, insured or c. o. d. parcels must not be returned to senders or remailed to new addressees except under new insurance or c. o. d. numbers, or by ordinary mail. In such cases postage, and if insured or c. o. d., a new insurance or c. o. d. fee, must be paid.

(b) If the hotel, apartment house, or the like to which an insured or c. o. d. parcel has been properly delivered will not prepay the necessary postage and the insurance or c. o. d. fee, the parcel should be held in the post office of address and the sender requested to furnish postage if he desires the parcel returned or remailed as ordinary mail, or to furnish both postage and insurance or c. o. d. fee if he desires the parcel returned or remailed as insured or c. o. d. mail. In the event that the hotel, apartment house, or the like to which the parcel was properly delivered furnishes only the postage necessary to return or remail the parcel as ordinary mail, the parcel should be held pending receipt of information from the sender as to whether he desires it returned or remailed as insured or c. o. d. mail, and if so, the necessary fee must be prepaid. Post office record should be made of the particulars of the original parcel so as to connect it with the record of the remailed parcel for use in the event inquiry

or claim for indemnity is filed, and a receipt should be given the hotel, apartment house, or the like as evidence of the return of the parcel to the Postal Service. When conditions will permit, it is advisable to have the hotel, apartment house, or the like make a similar record of its own, which may be done in some instances by the use of firm mailing sheets, in which event the original of this record properly checked at the post office will serve as the post office record and the copy should be properly receipted and retained by the hotel, apartment house, or the like.

Retention of Undelivered Parcels

120. General.—(a) Senders may request the return of undelivered insured or c. o. d. parcels prior to the expiration of the time limit specified thereon, or the holding of the parcels for an additional period not exceeding a total of 30 days. Postmasters at offices of delivery shall give prompt attention to such requests and shall endorse each such parcel "*Returned at sender's request,*" or "*Held for ---- days at sender's request,*" as may be proper. Each such request shall be filed as part of the records of the parcels involved as authority for the action taken.

(b) When insured and c. o. d. parcels are forwarded, they shall be held at the offices to which forwarded for the same periods as prescribed for the offices of original address. When conditions indicate that this privilege is being abused, a report of the facts should be made to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

121. Insured mail.—(a) Except as provided in paragraphs (b) and (c), undelivered insured mail shall be retained at offices of address for the full retention period specified in the senders' instructions, but not to exceed 30 days, or for 30 days in the absence of such instructions, before the mail is returned to sender or otherwise properly disposed of.

(b) When an insured parcel is actually and unqualifiedly refused, *and there is no request that the parcel be held for a specific retention period*, the parcel shall immediately be returned to the sender.

(c) An insured parcel addressed to a deceased addressee shall be endorsed "Deceased" and returned immediately to the sender, unless delivery of the parcel can be made to one legally entitled to act for the deceased addressee.

122. C. o. d. mail.—(a) Except as provided in paragraph (c), each c. o. d. parcel which fails of delivery shall be held for the exact time specified in the sender's instructions thereon. The maximum time for which any c. o. d. parcel may be held is 30 consecutive days without exception (including Sundays and holidays), commencing with the day following the day on which

the first attempt to deliver is made, or the first notice of arrival is issued. Requests of addressees or senders' representatives which contemplate the premature return or excessive retention of undelivered c. o. d. parcels shall not be complied with.

(b) C. o. d. parcels which bear no retention period, shall be held for 15 days (including Sundays and holidays), commencing with the day following the day on which the first attempt to deliver is made, or the first notice of arrival is issued, before the parcels are returned to senders or otherwise properly disposed of.

(c) C. o. d. parcels which do not bear the special instructions set forth in articles 139 and 140 of this chapter, or requests for notification on Form 3849-D, may be returned to the senders immediately if: (1) Delivery cannot be effected because the addressees are unknown or cannot be found at the places of address, (2) the parcels are addressed to street addresses or localities that do not exist at the office of address, (3) the parcels are addressed to deceased addressees, and delivery cannot be made to one legally entitled to act for the deceased addressee.

Notice of Nondelivery

123. (a) Notices of nondelivery on Form 3540 shall be issued to senders without charge in instances where insured parcels are refused, provided the parcels bear specific instructions as to their retention at offices of delivery, as well as in those instances where delivery cannot be effected because the addressees are unknown or the parcels are incorrectly addressed to street addresses or localities which do not exist.

(b) When c. o. d. mail is so endorsed, notice on Form 3849-D shall be issued to the sender or his representative of inability to make delivery, regardless of the cause, as soon as it is definitely known that the c. o. d. article is undelivered, but in any event, within 5 days after the date of receipt of the article at the office of address. The date on which notice is sent to the sender or his representative of undelivered c. o. d. mail shall be entered in the space provided for that purpose on the c. o. d. tag. No other record shall be made of the issuance of the notice, nor shall the mail be so endorsed. The fee of 5 cents for this service shall be collected by means of postage due stamps affixed to the notice.

(c) Postmasters shall keep record of the number of notices of nondelivery (Form 3849-D) which they deliver for statistical purposes.

(d) When insured and c. o. d. parcels bearing instructions directing the "Abandonment" thereof, if undelivered, are disposed of as "Abandoned" matter, the sender shall be notified on Form 3540.

DEMURRAGE

124. Demurrage shall be charged on each domestic registered or unregistered c. o. d. article which the addressee fails to remove from the post office of address within 15 days from the first attempt to deliver or from the date the first notice of arrival is issued; except that no demurrage shall be charged on c. o. d. mail exchanged between the United States proper and Hawaii, Alaska, Puerto Rico, Virgin Islands of the United States.

Mail Not Subject to Demurrage

125. C. o. d. mail is not subject to demurrage when it bears the instructions of the sender limiting its retention to not exceeding 15 days or when no time is specified, or when it is exchanged between the United States proper and the Territories and island possessions of the United States.

Mail Subject to Demurrage

126. C. o. d. mail not exchanged between the United States proper and Territories and island possessions of the United States is subject to demurrage under the following conditions:

When it bears the sender's return request in excess of 15 days, but not exceeding 30 days.

When it bears the alternative instructions of the sender permitting the matter to be held in excess of 15 but not in excess of 30 days at the request of the addressee or the sender's designated representative, provided the addressee or the sender's agent pays demurrage for the full demurrage period in advance.

Free Retention Period

127. The free retention period for c. o. d. articles subject to demurrage is the first 15 consecutive days without any exception (including Sundays and holidays) following the date on which the first attempt to deliver is made or the first notice of arrival is issued.

Demurrage Period

128. The demurrage period for c. o. d. articles begins with the day following the expiration of the 15-day free retention period, and ends with the last day c. o. d. articles properly may be held at offices of address, not exceeding a total of 30 consecutive days. No demurrage will be charged while c. o. d. articles are in transit between post offices.

Amount of Demurrage

129. The amount of demurrage chargeable is 5 cents a day for each day within the demurrage period, excepting Sundays and holidays and the day of delivery. Therefore, the maximum amount of demurrage which may possibly accrue on any

c. o. d. article at any one post office is 65 cents.

Collection of Demurrage

130. When a c. o. d. article is delivered to the addressee, any accumulated demurrage charges must be collected, in addition to such other charges as may be due. The amount representing demurrage shall be accounted for by means of postage due stamps affixed to the article and canceled.

Demurrage on Forwarded and Returned C. O. D. Articles

131. (a) When a c. o. d. article is received at a new office of address, it is again subject to demurrage under the same conditions as if the article were originally addressed to that office.

(b) Any c. o. d. article which is forwarded or returned must be rated up with any postage due for forwarding or return and, in addition thereto, with any demurrage which may have accrued thereon at the office from which forwarded or returned. If the article is forwarded more than once, it should be rated up with the demurrage as well as postage which may have accrued thereon at every previous office where held. In forwarding or returning a c. o. d. article on which demurrage has accrued it should be endorsed as follows:

Postage due_____	cents
Demurrage due_____	cents
<hr/>	
Total_____	cents

NOTE.—When it is obvious that c. o. d. articles are forwarded solely for the purpose of avoiding the payment of demurrage, report of each such case should be made to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, for corrective attention.

Responsibility for Collection of Demurrage

132. It is incumbent upon postmasters and other postal employees to see that the correct amount of demurrage is collected before delivering c. o. d. mail upon which demurrage has accrued. Postmasters and other postal employees may be held personally responsible for failure to collect any demurrage due on c. o. d. articles.

C. O. D. Mail Bearing Alternative Instructions

133. (a) Senders of c. o. d. mail bearing return requests of 15 days or less may have such mail held a longer period, not to exceed a total of 30 days at any one office, provided the full amount of demurrage which may be involved at any one office is paid by the addressee at each office in advance to the postmaster at the office where the matter is held. The instructions on such mail should read as follows:

"If not delivered in 15 days return to sender. Parcel may be held for an addi-

tional period of ---- days, provided addressee pays demurrage for the full demurrage period in advance."

(NOTE.—The total retention period specified, including both the free and demurrage periods, must not exceed 30 days.)

(b) If a sender desires this privilege extended to his designated representative, the instructions on the c. o. d. mail should be amplified to include the words "or sender's designated representative" after the word "addressee." (See art. 74 of this chapter.) Delivery of c. o. d. articles bearing these alternative instructions must not be made to senders' designated representatives, with or without collection of c. o. d. charges, unless the senders authorize such deliveries to be made, either on the c. o. d. articles or by the issuance of appropriate authorizations through the mailing postmasters. Unless the full amount of demurrage, 65 cents, which would be required in such cases, is paid in advance, postmasters at offices where such mail is held will return it promptly to the senders after the expiration of the time limit specified by the senders. Partial advance payments of demurrage must not be accepted. Any amount paid in advance in excess of the required demurrage charges should be refunded to the addressees or to the senders' designated representatives, as the case may be, upon delivery of the c. o. d. mail involved. If such mail is not accepted within the full period specified by the senders, the total amount of accumulated demurrage should be affixed to the articles by means of postage due stamps and canceled, the articles endorsed to show "Demurrage paid" and returned to the senders. Receipts may be issued when desired for the demurrage received in advance and taken for any refunds made. Form 1096 may be used for this purpose.

Forwarding Prohibited by Senders

134. In the event senders of c. o. d. articles which bear return requests in excess of 15 days, do not desire such articles forwarded to the addressees at new post offices of address where they might be subject to additional demurrage charges, such articles must bear specific instructions reading "Postmaster: *Do not forward*. If not accepted by the addressee at the expiration of ---- days, return to sender." (The retention period to be specified in the blank space of the instructions quoted must not exceed 30 days.) In such cases postmasters shall ignore forwarding orders of addressees and return the articles to the senders, if not delivered at the expiration of the specified retention period, rated with any accumulated demurrage and postage due for return.

Parcels Bearing Instructions to Abandon if Undelivered

135. Senders of c. o. d. mail bearing instructions requiring it to be abandoned at the expiration of not exceeding 15 days, if not delivered, may avail themselves of the privilege of having such mail held for a period of not exceeding 30 days, provided the demurrage is paid in advance by the addressees as outlined in article 133 of this chapter.

Record of Demurrage Collected

136. A record shall be kept showing the total number of c. o. d. articles on which demurrage was collected, and the total amount of demurrage collected. The demurrage charges collected on any c. o. d. article shall be recorded on the back or signature side of the c. o. d. tag covering the article. The number of c. o. d. articles involved and the amounts of demurrage collected should be entered daily, in totals for each day, on the special record adopted for that purpose. No special form has been provided by the Department for maintaining these statistics which will be called for by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, at the close of each fiscal year ending June 30, when other annual statistics are required to be furnished. However, the record in totals may be entered on Forms 3814a or 3814c, or on any other special form which may be decided upon as best suited for that purpose. If loose-leaf sheets are used as improvised records, the sheets must be numbered consecutively, so that all of the sheets may be accounted for.

FORWARDING, RETURN, OR OTHER DISPOSITION

137. (a) Insured and c. o. d. mail is accepted with the understanding that the sender guarantees any necessary forwarding or return postage. When forwarding and returning such mail, it shall be rated up for collection of postage due except as provided in paragraph (b) following. Senders or addressees must not be requested to furnish postage for forwarding or return. (See arts. 134, 139, and 140 of this chapter relating respectively to: Forwarding prohibited by sender, Perishable matter, and Abandoned parcels.)

(b) Insured or c. o. d. air mail weighing 8 ounces or less subject to the 6 cents an ounce rate shall be forwarded by air if delivery will be expedited, and returned by surface means, without additional postage.

(c) Instructions of the sender appearing on insured or c. o. d. air parcel post as to forwarding or return by air or surface means shall be observed. If there are no such instructions, the matter shall be forwarded by air or returned by surface means, prop-

erly rated. The instructions contained in article 123 of this chapter regarding notices on Forms 3540 and 3849-D shall be observed.

(d) Parcels forwarded to addressees must be endorsed to show that fact. Parcels returned to senders shall be legibly endorsed to show the reason for nondelivery and that the parcels are returned to senders. In forwarding or returning c. o. d. mail, the original c. o. d. tag must be left attached and the tag appropriately endorsed to indicate forwarding or return. Any precanceled stamps affixed to parcels returned to senders must be thoroughly defaced with the canceling stamp. Undelivered insured and c. o. d. mail returned to sender or forwarded to a dead parcel post branch must be postmarked.

(e) Insured and c. o. d. mail shall not be forwarded to any foreign country. However, insured mail, but not c. o. d. mail, may be forwarded to the Canal Zone.

(f) Requests of senders that undelivered ordinary articles of the third or fourth class be returned as insured mail shall not be complied with.

Records of Forwarded and Returned Parcels

138. (a) When undelivered parcels endorsed "INSURED—Minimum Fee" are forwarded or returned, no post office record shall be made unless such parcels are forwarded to other than the original addressees. When such parcels are *undeliverable* and are treated as abandoned in accordance with the senders' instructions on the matter, or when such parcels contain perishable matter and are disposed of under the provisions of chapter VI, articles 158 to 162.

(b) When numbered insured mail and c. o. d. mail is forwarded or returned, a record shall be made to show the number of each parcel, the name of the mailing office and date of mailing, the name of the person to whom forwarded, and the office to which forwarded or returned, together with the date of such action.

(c) *Record of returned parcels refused by senders.*—When undelivered insured or c. o. d. parcels are returned but cannot be delivered to the senders for any reason, the record prescribed in paragraph (b) shall be made.

(d) *Forms to be used.*—At post offices using Form 3849-B exclusively as record of the delivery of numbered insured mail, the required record for insured mail forwarded or returned should be made on that form. At offices or stations using Form 3850 (record of transit and delivered registered mail), record of such mail should be made thereon. In the case of c. o. d. mail forwarded or returned, the required records shall be made on Form 3814, 3814-A, or 3814-C, whichever is used.

Perishable Matter

139. (a) Unless otherwise directed by the sender in the instructions on such mail, undelivered numbered insured parcels and c. o. d. articles bearing no specific return requests and containing perishable matter should be promptly forwarded to the addressees or returned to the senders, postage collect, provided there is no likelihood of the contents spoiling. If there is not sufficient time for such action, the contents of the parcels should be treated in accordance with the requirements of chapter VI, article 158.

(b) Perishable parcels bearing the request of the senders that they be held awaiting delivery for a specific period should be held for the full period stated in the return request of the senders, if the condition of the contents will permit, before being returned or otherwise disposed of as set forth in this article.

(c) Perishable parcels bearing instructions of the sender to sell or destroy if not accepted by the addressee, should be treated in strict conformity with such instructions. When the amount realized from the sale of an undelivered insured or c. o. d. parcel containing perishable matter, less a commission of 10 percent but in no case less than 15 cents, is remitted to the sender by money order, the name of the postmaster at the office where the matter is sold, and not the name of the addressee, should be shown on the money order as the remitter.

(d) Office record should be made in order to identify the transaction with any related claim which may arise. Claims in such cases will be adjusted through the duly designated paying postmaster or the Department, as may be appropriate, on the merits of each claim, and postmasters should see that a full statement of the facts accompanies the claim papers.

Abandoned Parcels

140. (a) When an insured or c. o. d. article which is not of a perishable nature and which the sender has directed not to be returned cannot be delivered to the original addressee, or in accordance with the sender's alternate instructions, if any, the article shall be held for the full retention period specified in the sender's instructions thereon, at the expiration of which time it shall be endorsed "ABANDONED" and sent to the proper dead parcel post branch.

(b) Undeliverable perishable matter bearing instructions to abandon should be treated in accordance with chapter VI, article 158, except that any amount realized from the sale of such matter should not be transmitted to the sender or addressee, but should be sent with a full explanation of the transaction to the proper dead parcel post branch to be included by that office.

with its regular deposits from the sale of unclaimed merchandise, and accounted for as part of the postal revenue under "miscellaneous receipts."

(c) In order that it may not be necessary for senders of insured or c. o. d. parcels, endorsed to show that the senders do not desire their return, to make inquiries of the postmasters at the address offices as to the final disposition made of the parcels, postmasters at the address offices shall notify the senders of such disposition when it becomes necessary to treat them as abandoned. Form 3540 should be used for this purpose.

(d) Insured and c. o. d. parcels of this character usually bear an endorsement reading substantially "*Do not forward or return.*" If not accepted within 15 days treat as

abandoned. Notify sender on Form 3540 of final disposition." In certain exceptional cases, the senders have specially requested postmasters at offices of address to return insured or c. o. d. parcels bearing instructions that they be abandoned if not delivered. To avoid confusion at offices of mailing, all such insured and c. o. d. parcels should be conspicuously endorsed "*Notice: Returned at sender's request.*"

(e) When such parcels are returned to senders contrary to endorsement appearing thereon, they should be transmitted direct to the dead parcel post branch *for the office of mailing* and the senders notified on Form 3540 of the disposition made thereof. Report shall be made of each instance to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

CHAPTER XIII

Inquiries and Complaints

Information Furnished

1. Persons to whom information may be furnished.—Postmasters and others in the Postal Service shall not give to unauthorized persons information concerning mail. They shall furnish such information to post office inspectors, and may furnish it also to the sender, the addressee, or the authorized representative of either, upon satisfactory identification and provided the information requested is proper for the applicant to receive. To aid in the apprehension of fugitives from justice, postmasters may give to officers of the law, upon proper identification, information regarding the addresses, return cards, or postmarks on mail, but shall not withhold such mail from the addressees or delay its delivery. If the information so given to such officers relates to a violation of the postal laws, the postmaster shall report his action immediately to the post office inspector in charge of the division in which his office is located.

2. Furnishing copies or records.—Papers in the files of the Department or records in post offices, or copies thereof, shall not be furnished on the application of individuals, except in the discretion of the Department in cases where a suit has been commenced and is pending involving the substance of the paper, document, or record itself, and then only upon the proper subpoena duces tecum issued by a court of record. However, the Solicitor for the Post Office Department may, upon evidence satisfactory to him that the sanctity of the mail will not be violated, authorize copies of records covering the mailing or delivery of registered, insured, or c. o. d. mail to be furnished to the sender or addressee, or the legal representative of either.

In no instance shall copies be furnished of official bonds of officers connected with the service, except in case of suits relating to said bonds, or the execution thereof, or criminal prosecutions thereunder.

In cases of suits between postal employees and private parties or concerns, subpoena duces tecum calling for presentation of time records of employees shall be complied with, provided that the postal service is in no way involved in the litigation and that the performance of postal functions is not in issue.

3. To Government departments.—Upon official request of a representative of another executive department, agency, or independent establishment of the Federal Government and the presentation of proper credentials, postmasters may, when practicable, furnish for official use information regarding the addresses, return cards, or postmarks on mail matter, provided the labor involved in complying with the request does not interfere with postal business, or result in material cost. Such mail shall not be withheld from the addressee nor delayed in delivery. When a postmaster is in doubt as to the advisability of complying with such a request, or material cost is involved, he should write to the Bureau of Post Office Operations for instructions, except that in cases involving registered, insured, or collect-on-delivery mail he should submit the question to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail.

4. Addresses for telegrams.—Postmasters shall comply as far as practicable with requests for street addresses to enable messengers of telegraph companies to deliver messages, provided such requests are not made when the address sought is obtainable from a street or telephone directory or other public source of information. The company's endorsement upon the envelope "All available directories searched" or similar endorsement will justify the postmaster in undertaking to supply the address, unless he has reason to believe this privilege is being abused, in which case he should report the facts to the Bureau of Post Office Operations.

5. Number of boxes.—Postmasters shall furnish information upon request as to the number of rural routes at their offices and the number of boxes on each route, and as to the number of post office boxes in use at their offices, after satisfying themselves that such information is not to be used for any improper purpose.

Acknowledgment of Inquiries

6. Postmasters shall acknowledge letters of inquiry or request addressed to them in their official capacity, using penalty envelopes when postage is not furnished by the patrons. If the information requested is such that to give it would be improper

or impracticable, the reason for declining to do so shall be stated.

Telephone Inquiries

7. In answering telephone inquiries concerning mail, postmasters should be careful not to give information to any person whose voice is not recognized as that of some one authorized to receive such information.

Information Not Furnished

8. *Names of patrons and addresses.*—Postmasters and employees in the Postal Service shall not furnish lists of names of patrons receiving mail at their offices and (except for furnishing information to other departments, correcting mailing lists, and furnishing return receipts showing address where delivered) shall not give information as to the address of former patrons. The location or address of any patron is the personal business of the patron, and is to be used by the post office only for the purpose of delivering mail. (Form 08 may be used in acknowledging inquiries as to the post office addresses of former patrons.)

9. *Names of box holders.*—Postmasters shall not disclose the names of box holders to persons other than the clerks of their respective offices and post office inspectors, or as outlined in article 1 of this chapter.

Correction of Mailing Lists

10. *Object.*—The object of correcting mailing lists is to lessen the time involved in handling misdirected business mail. It also insures the delivery of a greater percentage of circular matter.

11. *Lists which may be corrected.*—Mailing lists shall not be compiled, but the following lists may be corrected:

Lists used officially by Members of Congress and Federal departments and Bureaus shall be corrected free of charge.

Lists submitted by State departments, municipalities, religious, fraternal, and recognized charitable organizations, and lists used by the concerns submitting them for correction in the solicitation of business by mail, shall be corrected as frequently as requested at the expense of the owners, including return postage. All lists submitted, whether for correction of addresses or elimination of duplicates, are to be considered mailing lists.

12. *Fees and disposition of funds received.*—A minimum charge of 25 cents shall be made at all post offices for the correction of any mailing list bearing less than 25 names, and a charge of 1 cent for each name for any list of 25 names or more. These charges, plus the postage for the return of the list, are payable in advance by cash or money order. When return postage is not furnished request shall be made therefor, and the list shall not be returned

until such postage is received. No charge shall be made for inserting postal delivery zone numbers on mailing lists submitted solely for that purpose and return postage for such lists shall not be required. They shall be returned as official mail.

Where rural routes have been consolidated or changed to another post office, mailing lists shall be corrected without charge if the list contains only names of persons residing on the route or routes involved. Separate lists must be submitted for each route.

At first-, second- and third-class offices the funds received for correcting mailing lists shall be accounted for in A/C 030 of the postal account. At fourth-class offices, no accounting of the money shall be made, but the proceeds should be paid to the employee performing the work.

13. *Prevention of abuses.*—When in doubt as to the genuineness of a list submitted by an unknown out-of-town patron, or doubt as to the purpose for which it is to be used, the postmaster should secure the necessary information from the postmaster at the home address of the list owner.

14. *Form and method of submitting lists.*—Mailing lists should be submitted in card form, one name to a card. The cards should be approximately the size and quality of a postal card with the owner's name in the upper left corner. Mailing lists are to be submitted by mail only, and are not to be accepted by postmasters when submitted in any other manner, except in case of local firms presenting large mailing lists for correction. Mailing lists prepared by stencil, multigraph, or other similar process are acceptable for mailing as third- or fourth-class matter.

15. *Corrections to be made.*—Corrections shall consist of crossing off names of persons to whom mail cannot be delivered or forwarded; correction of street names; correction of local street, rural, or post office box numbers; insertion of delivery zone numbers where applicable; correction of initials where apparently there has been a bona fide intention to write a name known to the owner of the list; and indication of the head of the family, if known, when two or more names are shown for the same address. If the name and address on a card require no correction, the carrier or other employee correcting the cards shall so indicate by a mark (x) in the upper right corner. If the name, street address, r. f. d. route or box number, or post office box number is incorrect, the proper correction shall be legibly made. If the person or firm named has removed to another address, the complete new address shall be shown when a forwarding order is on file. If other endorsements are necessary, a term should be used that is applicable and easily understood, such as "Moved, left no address,"

"Unknown at address," "No such number," "No such street," "Deceased" or other term that will explain clearly why mail so addressed cannot be delivered. New names must not be added to a list.

16. Distribution of lists for correction.—Close supervision must be given to the correction of mailing lists. It should be performed promptly and efficiently, and within 5 working days after receipt.

Postmasters shall designate a supervisor to receive and be responsible for the correction and return of all lists. When a mailing list is received a record should be made showing the name and address of the owner, number of cards by actual count, and date received. Primary separation of the cards according to delivery units should be made by an expert distributor, and the cards then referred to the proper unit for secondary distribution and correction. Distribution should be made in a case set aside for the purpose, when practicable. Under no circumstances should the cards become mixed with mail. A record should be made of the number of cards assigned to each carrier or other employee for correction. All missorted cards should be returned to the employees in charge for redistribution and correction of the assignment record.

The correcting employee shall examine all cards for duplicates at one address. A carrier may do this by routing the cards in his case when it contains no mail. When two or more names are shown for the same address, the card bearing the name of the head of the family shall be endorsed "Head." If more than one family resides at the same address, the head of each family shall be shown by endorsing the cards "Head 1," "Head 2," etc. All duplicates for the same household shall be endorsed "1," "2," etc., to indicate under which head they belong, and shall be securely fastened together and returned to the owner in that manner.

A careful check should be made to determine that each employee to whom cards were assigned has made the proper corrections and returned all cards charged to him. The cards shall then be reassembled and returned to the owner.

17. Corrections at nondelivery offices.—At nondelivery offices the foregoing instructions should be followed insofar as they are applicable.

Court Testimony

18. A postmaster or other postal employee summoned as a witness shall obey the summons and go into court, but shall refuse to testify in regard to mail, money orders, or postal savings accounts, at the same time exhibiting this instruction. Then if so directed by the court he shall testify.

When, in a pending suit a commission has been issued for the taking of his deposition, a postmaster on behalf of either the sender or addressee of mail delivered through his office, but not on behalf of a third party, shall give testimony in answer to interrogations relating to the delivery and receipting for such mail.

Detection of Errors and Irregularities

19. In order to detect and correct errors and irregularities in the handling of the mails, the instructions contained in this chapter must be strictly observed. Failure to comply with instructions hampers the correction of errors and the elimination of irregularities. Postmasters and postal employees shall not conceal from the Department, or its representatives entitled to the information, any known facts or circumstances concerning depredations upon or losses of mail.

Reports of Loss, Rifling, Damage, and Other Mistreatment of Mail

20. Postmasters and other postal officers shall report in the manner outlined in this chapter and in part 118, P. L. & R., 1948, every complaint made to them, and they shall encourage the filing of and accept complaints of the loss, rifling, damage, or other mistreatment of mail matter, regardless of class, or kind of contents. Complaints of delay and damage to, wrong delivery of, and tampering with mail shall be disposed of by correspondence, but complaints of the loss or rifling of mail matter shall be reported on Form 1510, which except in case of firm mailers to whom the forms have been supplied in quantities, shall be executed by postal employees. Instances not mentioned herein or in part 118, P. L. & R. 1948, shall be reported by letter to the bureau of the department having jurisdiction of the subject involved.

Postmasters and other postal officers shall not make, nor attempt to make settlements in whole or in part direct with patrons of the Postal Service on account of loss, rifling, damage, or other mistreatment of mail matter unless specially authorized to do so. They shall not conceal from the department or its representatives entitled to the information any known facts or circumstances concerning a depredation upon or loss of mail matter. They shall take no action which may forewarn persons who may have had access to lost or rifled mail or may be suspected of committing depredations that irregularities have been reported or made the subject of inquiries.

While there is no provision for the payment of indemnity for the loss or other mistreatment of domestic mail not insured or registered, patrons should not be discouraged from filing a complaint simply because of that fact.

21. Use of Form 1510.—Form 1510 shall be used only in reporting complaints of loss or rifling.

Complaints of losses and riflings made over the telephone and at classified stations and branches shall be accepted where made and the completed Forms 1510, in duplicate and without any of their parts detached, referred to the inquiry sections of main offices. However, in instances in which senders produce written evidence at stations and branches of losses or riflings of ordinary or minimum fee insured mail (including ordinary or minimum fee insured mail sent special delivery), parts 1 of Forms 1510 shall be endorsed "Written evidence produced" at the time of completion. At the time such evidence is produced (this also applies to main offices), the senders shall merely be verbally advised that the complaints will be referred to the Inspection Service for further attention and that, unless inspectors communicate with them, it should be understood there have been no developments. However, if desired, the sender of a minimum fee insured parcel may also file claim for indemnity.

Form 1510 shall be prepared on typewriter whenever practicable. In any event, care shall be exercised to see that the carbon paper used between the originals and duplicates is in good condition. When it is necessary at the larger offices to obtain information called for by Forms 1510 by means of reference slips or intraoffice communications, all correspondence shall be detached (and destroyed) from Forms 1510 before they are disposed of. Each Form 1510 is to be complete in itself. In cases of rifling of letters, the envelope, if available, shall accompany Form 1510 to the inspector in charge.

Form 1510 shall be referred to dead-letter sections to determine whether the article described is actually being held. Forms 1510 shall not be referred to dead parcel-post branches by postmasters having such branches under their jurisdiction, and search shall not be made thereat for articles described unless the Form 1510 is accompanied by Form 5258.

The following outline shall be observed in the handling of Forms 1510:

COMPLAINTS INVOLVING ORDINARY AND MINIMUM FEE INSURED MAIL, INCLUDING THAT SENT SPECIAL DELIVERY

(1) When sender does not produce written evidence from addressee that article was not received or was received with part of contents missing:

(a) Complete part II in duplicate.

(b) Detach and destroy part III.

(c) Mail original, parts I and II, to addressee with self-addressed envelope.

(d) If reply indicates no loss or rifling, advise sender by returning parts I and II

(with reverse of part I suitably completed); complete duplicate of Form 1510, fold in half, and place in "closed" file arranged alphabetically by surname of addressee.

(e) If reply indicates loss or rifling of a letter, enter particulars of dispatch on reverse sides of both original and duplicate copies of Form 1510.

(f) In all instances of loss or rifling (unless a claim for indemnity on minimum fee parcel has already been filed), mail part I, with reverse side suitably completed, to sender, and

(g) Send both original and duplicate copies of completed part II of Form 1510 to inspector in charge.

(2) If no reply is received within 15 days to an inquiry sent directly to an addressee, advise the sender on Form 1518 of that fact. Suitably endorse the duplicate Form 1510 and place it in the "closed" file.

(3) When sender produces written evidence from addressee that article was not received or was received with part of its contents missing:

(a) Complete part II of Form 1510 in duplicate.

(b) Detach and destroy parts I and III.

(c) If a letter, enter particulars of dispatch on reverse sides of both original and duplicate copies of Form 1510.

(d) Send both original and duplicate copies of completed part II of Form 1510 to inspector in charge.

COMPLAINTS INVOLVING REGISTERED, INSURED (EXCEPT MINIMUM FEE), AND C. O. D. MAIL

(4) (a) Complete part II in duplicate.

(b) Detach and destroy part I.

(c) Mail original, parts II and III, to postmaster at office of address.

(d) If reply indicates no loss or rifling, advise sender by returning parts II and III (with reverse of part III suitably completed); complete duplicate of Form 1510, fold in half, and place in "closed" file arranged alphabetically by surname of addressee.

(e) If reply indicates loss or rifling of any registered article, enter particulars of dispatch on reverse sides of both original and duplicate copies of Form 1510.

(f) In all instances of loss or rifling (unless a claim for indemnity has already been filed), mail part III, with reverse side suitably completed, to sender, and

(g) Send both original and duplicate copies of completed part II of Form 1510 to inspector in charge.

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(5) If addressee initiates the complaint, delivering postmaster will prepare parts II and III so far as possible and send to mailing postmaster who, after obtaining missing

particulars from sender, will proceed as though complaint originated at his office except that no further inquiry need be made of post office of address.

(6) When sending an inquiry to the address post office or addressee, retain the duplicate and record each step in the handling in the spaces provided for that purpose at the bottom. When a Form 1510 is finally sent to the inspector in charge, detach and destroy the office record portion of the duplicate.

22. Extraordinary loss or damage.—All cases of extraordinary loss or destruction of mail, as well as any accident, occurrence, or depredation of consequence requiring the immediate attention of inspectors, shall be reported promptly by telegram, if possible, to the inspector in charge of the proper division. (See ch. I, art. 106, as to the burglary of a post office.) Also an immediate report by letter shall be made to the same inspector in charge, giving, if possible, all the facts and circumstances. Full particulars regarding registered mail lost or rifled shall be reported, and if the loss includes a mail key the number shall be given.

23. Registered mail.—Loss, rifling, damage, or wrong delivery of, or tampering with domestic registered mail shall be reported to the inspector in charge of the division in which the irregularity occurred, if known; otherwise, to the inspector in charge of the division in which the office of mailing is located. When in a case of wrong delivery it is apparent that no loss is involved, report shall be made to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, rather than to the inspector in charge.

Inquiries concerning the disposition or delay (as distinguished from prima facie loss, rifling, damage, wrong delivery, or tampering) of domestic registered mail, including that exchanged with the Canal Zone, shall be reported to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail. These reports shall be made by letter, and in cases of delay the envelope or wrapper shall be submitted if possible.

Complaints of loss or rifling of domestic registered mail at all classes of offices shall be reported on Form 1510 in duplicate. At offices of the first and second classes claims for indemnity for domestic registered mail shall be made on Form 565, in addition to the report on Form 1510, and at such offices complaints of other than loss or rifling, where indemnity is not claimed, shall be reported by letter. Offices of the third and fourth classes will report complaints, other than loss or rifling and any claims for indemnity, by letter. The inspector in charge will issue necessary instructions on receipt of claims by letter from offices of the third and fourth classes. Whenever available, the

envelope or wrapper shall be submitted, and in cases of damage the damaged contents and packing material shall be retained, if practicable, until the investigation is completed.

When mail to or from the Canal Zone is involved, the procedure prescribed in part 118, P. L. & R. 1948, shall be followed.

24. Canal Zone mail other than registered.—Inquiries concerning insured mail exchanged with the Canal Zone shall be executed on Form 3812, and at the same time, if prima facie loss or rifling is indicated, Form 1510 shall be executed. Form 3812 shall be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail; and part II of Form 1510, endorsed to show the date Form 3812 was transmitted, shall be sent to the inspector in charge of the division in which the office of origin or destination is located.

When Form 1510 is executed, Form 3812 shall be completed to show whether Form 1510 has been sent to the inspector in charge.

When ordinary mail to or from the Canal Zone is involved, the procedure prescribed in Part 118, P. L. & R. 1948, shall be followed.

Postmasters (except those at United States exchange offices when specifically authorized) shall refrain from addressing inquiries to postmasters or other postal officers in the Canal Zone regarding the alleged loss, rifling, damage, wrong delivery, or other improper treatment of mail by postal employees.

25. Loss or rifling of mail.—Before concluding (unless the sender initially produces written evidence from the addressee) that a loss or rifling of an ordinary or minimum-fee-insured article (including ordinary or minimum-fee-insured mail sent special delivery) is involved, inquiries shall be made directly of the addressee to determine whether the article has been received. In the case of registered, insured (except minimum fee), or c. o. d. mail, inquiries shall be made of the postmaster at the office of address to determine, in all instances of loss or rifling, whether there is any record of the article, whether the article has been delivered intact, is on hand, or has been forwarded or returned. Inquiries shall be made for all classes of mail to determine whether the article is held at the mailing office, or missent when probable.

Loss or rifling of domestic mail (see also art. 23 of this chapter as to registered mail) shall be reported on Form 1510 in duplicate to the inspector in charge of the division in which the article was mailed. If loss or rifling occurred while an article was being forwarded or returned, the office which forwarded or returned it shall make report to the inspector in charge of the division in which that office is located. If the loss or

rifling occurred at the office of address, that office shall make report to the inspector in charge of the division in which it is located, indicating whether individual responsibility has been fixed. Complaints filed at the office of address shall be transmitted to the office of mailing for the insertion of any missing information and reference to the inspector in charge. Indemnity applications shall be made independently of the foregoing action.

When the Canal Zone is involved, the procedure prescribed by article 24 of this chapter shall be followed.

26. Damage of insured and c. o. d.—Damage of domestic insured or c. o. d. mail for which indemnity is claimed shall be reported on Form 3812. (See ch. XIV on indemnities.)

27. Missing, delay, or damage of ordinary mail.—Missing, delay, or damage of ordinary mail, including air mail and special delivery mail, while in transit, shall be reported to the general superintendent, Postal Transportation Service, of the division in which the irregularity occurred, if known; otherwise to the general superintendent of the division in which the mailing office is located. Complaints of missing, delay or damage of such mail in post offices shall be reported to the inspector in charge of the division in which the office is located. Reports shall be made by letter, and the envelope or wrapper submitted therewith if possible.

28. Wrong delivery or tampering.—Wrong delivery of or tampering with domestic mail, except registered, shall be reported by letter to the inspector in charge of the division in which the irregularity occurred, if known; otherwise to the inspector in charge of the division in which the mailing office is located. When, in a case of wrong delivery of insured or c. o. d. mail, it is apparent that no loss is involved, report shall be made to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, rather than to the inspector in charge. The envelope or wrapper shall be submitted whenever available. Indemnity applications shall be made independently of the foregoing action.

29. Parcels devoid of contents.—When domestic parcels (except registered) entirely, rather than but partially, devoid of contents, are observed in transit, the postal employees making such discovery shall execute completely Form 5258 in duplicate. The original Form 5258, together with the wrapper or container, shall be forwarded to the postmaster at the mailing office. The duplicate Form 5258, with the sack or pouch label, shall be forwarded at the same time to the inspector in charge of the division in which the condition of the parcel was first observed.

The postmaster at the office of mailing shall, upon receipt of Form 5258, obtain sufficient information from the sender of the parcel to permit the completion of Form 1510. Parts II and III of Form 1510, with Form 5258 attached, shall be referred to the postmaster at the office in which the empty parcel wrapper was found, or to the office named at the bottom of the form in case the wrapper was found in the Postal Transportation Service. The postmaster receiving the Forms 1510 and 5258 under such conditions shall search his office for the contents of the parcel and return the forms endorsed to show the result of his search, together with any recovered articles, to the postmaster at the office of mailing. The postmaster at the office of mailing shall restore any recovered articles to their rightful owner, and file the Form 5258. In the case of an ordinary parcel, the wrapper or container shall be returned to the sender. If the parcel was insured or c. o. d., the postmaster shall notify the sender in writing that the wrapper or container will be held at the post office. If the sender objects, the wrapper or container shall be relinquished. A copy of the notice to the sender shall be filed with the Form 5258 and appropriate information as to the disposition of the wrapper or container entered on the mailing record.

Wrappers or containers of insured or c. o. d. parcels retained in accordance with the foregoing may be treated as waste paper after the expiration of 6 months, or such longer periods as may be advisable in exceptional cases, unless claim for indemnity or complaint is filed, or investigation is pending, in which event they shall be preserved until the claim or complaint receives final action. Wrappers or containers of ordinary parcels not delivered for any reason may be immediately treated as waste paper.

30. Damage of mail and equipment in the Postal Transportation Service.—Damage of mail sacks or pouches and the contents thereof in the exchange of mail by postal transportation clerks shall be reported to the general superintendent, Postal Transportation Service, of the division in which the damage occurred. The report shall contain a description (names and addresses of addressee and of sender, and office of mailing) when registered mail or ordinary mail of the third or fourth class is damaged. If registered mail is damaged, a report shall also be made to the proper inspector in charge.

Failure to Receive Return Receipts

31. Complaints of failure to receive return receipts for domestic registered and insured mail shall be reported by letter to the postmaster at the office of address, who shall obtain properly completed return receipts and transmit them to the senders of

the mail. Failures to comply with such requests shall be reported by letter to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Complaints of failure to receive return receipts or requests for return receipts after mailing, in connection with foreign registered and insured mail (except to Canada) shall be handled at first- and second-class offices by executing Form 542 and the foreign form of registry return receipt Form 2865 (changing "registered" to "insured" on the return receipt when appropriate). Form 2865 shall be endorsed at the top "Duplicate advice of delivery" if return receipt was requested when the parcel was mailed; otherwise it shall be endorsed "Request for advice of delivery made after mailing."

At third- and fourth-class offices Form 1510 shall be executed, showing also whether the receipt was requested at or after the time the article was mailed; third-class offices shall also attach Form 2865. The completed forms shall be forwarded to the inspector in charge of the division in which the office of origin is located.

Complaints of failure to receive return receipts, or requests for return receipts after mailing for registered mail addressed to Canada shall be handled as prescribed in the P. L. & R. The domestic form of return receipt (Form 3811) endorsed as indicated above shall be attached to the inquiry if Form 2865 is not available. The completed form shall be sent direct to the postmaster at the office of address in Canada.

Failure to Receive Remittances for C. O. D. Parcels

32. (a) Inquiries may be sent concerning c. o. d. parcels after at least 10 days have elapsed following the expiration of the retention period for a money order to have been received, the parcel returned, or any required notice received. Untimely or unnecessary inquiries must not be sent, and postmasters should exercise proper precautions to prevent such action, especially in the case of mailers who have provided at their own expense special inquiry forms for direct transmission to postmasters at offices of address. Postmasters at offices of address should report to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, the name and addresses of senders of c. o. d. mail who apparently make a practice of submitting untimely or unnecessary inquiries. Complaints of failure to receive remittances for c. o. d. parcels shall be treated in accordance with the following instructions:

(b) Ascertain from sender the number of days, if any, specified in the return request on the parcel. If at least 10 days have elapsed, starting with the date follow-

ing the date of mailing, in addition to the number of days specified in the return request on the parcel, inquiry may be instituted. For example, if the parcel bore a 15-day return request or if no time was specified in the return request, the first inquiry may be sent at the expiration of 25 days from the date of mailing. Ordinarily, Form 3815 should be used for making inquiry concerning the disposal of a c. o. d. parcel.

(c) If no response is received to the first inquiry within 15 days from the date it was sent, a second inquiry, marked "Second Request," should be sent.

(d) If no response is received within 15 days from the date the second inquiry was mailed, the postmaster at the mailing office should ascertain from the sender whether the parcel has been accounted for, and if a money order was received, the date of its receipt.

(e) If the parcel has not been accounted for in any manner, postmasters at offices of the first class shall complete page one of Form 3812, Form 3812-A, and Form 1510, and transmit these forms to the inspector in charge of the division in which the office of address is located. Carbon paper must be used in preparing Form 3812-A so as to fill in the face of the form, acknowledgment slip, and the index card. The acknowledgment slip and index card shall be left attached to the form. The slip will be returned to the office of mailing as an acknowledgment of the report.

At post offices of the second, third, and fourth classes, only Form 3812, endorsed to show that the claim involves nonreceipt of c. o. d. returns, and Form 1510 shall be completed and transmitted to the inspector in charge. No letter of transmittal is necessary.

The inspector in charge will return the papers to the office of mailing with an appropriate report if the parcel had been accounted for. If it develops that indemnity is payable, the claim papers will be sent to the designated paying office, and the mailing office, if other than the designated paying office, will be advised accordingly.

(f) If replies received from postmasters at offices of address show that the parcels described on the inquiries had been accounted for, proper report should be made to the senders, and the inquiry papers filed. If no delay in accounting for the parcels is indicated, further action is not necessary. However, if a delay in remitting for any parcel of more than 5 days beyond the time stated in the return card is indicated, the mailing office shall, in addition to giving proper information to the sender, make report to the inspector in charge of the division in which the office of address is located. Form 3859 shall be used for this purpose by postmasters at offices of the first

class, and postmasters at offices of the second, third, and fourth classes shall make such reports by letter. Similar reports shall be made to the proper inspector in charge in each instance where the replies to inquiries indicate that the parcels are still on hand after the expiration of the prescribed retention periods, or have been delayed in return to senders beyond the proper periods.

(g) In order to assure that the required reports will be made to the proper inspectors in charge of each instance where a c. o. d. parcel has not been accounted for, or where a remittance was delayed, every reasonable effort should be made to obtain and maintain the cooperation of firm-mailers in invariably reporting such instances. Postmasters at offices of the first class may furnish a supply of Forms 3859 to patrons who agree to submit such reports, including those firms which have provided at their expense special inquiry forms to be transmitted direct to the postmasters at the offices of address.

Firm-mailers also should be requested to report promptly instances where c. o. d. parcels covered by inquiries subsequently are satisfactorily accounted for by money orders or otherwise, so as to avoid needless compliance by the mailing offices with the requirements of paragraphs (c) and (d) of this article.

Investigation

33. The loss, rifling, damage, wrong delivery of, or depredation upon registered or other mail, and the failure to collect or remit c. o. d. funds will be investigated by the Chief Post Office Inspector.

When the Chief Post Office Inspector

finds that the facts ascertained establish the responsibility by reason of fault or negligence of a postal employee or mail contractor or an agent or employee thereof, he will demand the amount of the loss from such employee or contractor.

In such cases the Chief Post Office Inspector will communicate the facts to the officer having charge of the employee or service, with information of any collection made or contemplated, for consideration of the advisability of imposing a fine or taking other disciplinary or corrective measures. The amount of the fine or the character of disciplinary action taken or proposed shall upon request be reported to the Chief Post Office Inspector by such officer.

When collection is made under these provisions a receipt shall be given on a Form 662-A showing the amount, the case number, a description of the mail, and the grounds on which the collection is based.

If after payment the propriety of the collection is questioned, the matter may be taken up through his superior officers by the person from whom the collection was made but this shall be done within 30 days from the date of the collection. Any statement which he desires to submit shall be forwarded promptly through official channels to the officer having the employee or service in charge for transmission to the Chief Post Office Inspector; at the same time the officer with whom it is originally filed shall immediately notify the Chief Post Office Inspector that a statement has been submitted. If the Chief Post Office Inspector does not sustain the propriety of the collection, the money shall be returned. This information shall be printed on the receipt given at the time the collection is made.

CHAPTER XIV

Indemnities

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LIMIT OF INDEMNITY

1. Indemnity within the amount covered by the fee paid will be paid to the rightful claimant in case of the damage, loss, or rifling of domestic registered, insured, and c. o. d. mail, under the conditions prescribed in this chapter as follows:

(a) In case of loss or irreparable damage, the market value of the article at the time of loss, or its value on date of mailing if date of loss cannot be ascertained.

(b) In case of partial damage, the amount of the damage, or the actual and necessary cost of repairs.

(c) Actual, direct, and necessary expenses of duplicating valuable papers, or original cost when not duplicated. Indemnity shall not be allowed for attorneys' fees incurred in the duplication of valuable papers, bonds, or securities.

(d) All claims for indemnity involving mail which is also insured with commercial insurance companies or other insuring agencies, shall be adjusted by the Post Office Department on a pro rata basis as a coinsurer with the commercial insurance companies or other insuring agencies.

When the sender is incompetent or deceased and has no legal representative or cannot be located, the Department reserves the right to pay indemnity to such relative or representative of the sender as may in its judgment be entitled to receive the amount due, or to pay the addressee or owner, when indemnity is claimed by him under the circumstances outlined, without the consent of the sender.

INDEMNITY NOT PAYABLE

2. Indemnity will not be paid:

(a) For the loss or rifling of, or damage to, any matter which was not rightfully in the mails, or was not lost, rifled, or damaged while in the custody of the Postal Service, or for which other compensation or reimbursement has been made through the Postal Service.

(b) When the sender knowingly and willfully failed to state, when required at the time of mailing, the full value of registered mail or insured mail treated as registered mail. (See ch. XI, art. 7.)

(c) For the loss or rifling of, or damage to, any registered or insured matter exchanged between the United States and the Canal Zone, except in accordance with such stipulations as may be agreed upon between the postal administrations interested, unless the matter originated in and the weight of evidence indicates that the matter was lost, rifled, or damaged in the Postal Service of the United States. (See arts. 3 and 4 of this chapter relative to indemnity for registered and insured mail exchanged between the United States and the Canal Zone.)

(d) For the loss or rifling of, or damage to, any article remailed after proper delivery, unless the article was reregistered or reinsured after delivery and the evidence established that the loss, rifling, or damage occurred in the Postal Service.

(e) For indirect, remote, and unnecessary expenses incident to repairs, or duplication of papers, or for any consequential loss.

(f) For the loss or rifling of, or damage to, any article without intrinsic value.

(g) For loss resulting from delay to a registered article.

(h) For damage to registered mail, due to insecure or insufficient preparation or wrapping or lack of proper endorsement,

unless it is shown to the satisfaction of the Bureau of Finance that the circumstances in any particular case are such as to justify the Department's assuming responsibility for the improper preparation of the article for mailing or absence of the proper endorsement.

(i) For the loss or rifling of, or damage to an article before acceptance or after proper delivery.

(j) For damage to or loss of any registered mail or insured mail treated as registered mail upon which postage, fee, or any required surcharge has not been paid.

(k) For damage to incandescent lamps, radio tubes, and the like, where the glass bulbs are intact (not damaged or broken), unless it is established that the damage was due to improper handling in the mails.

(l) For damage to articles which are so fragile in their inherent nature as to prevent their safe carriage in the mails regardless of the manner in which packed.

(m) If the receipt issued at the time of mailing of an insured parcel, or equivalent evidence of insurance, is not submitted.

(n) For damage to fragile matter or spoiling of perishable matter sent as insured mail, if damage or spoiling resulted from the absence of the required "Fragile" or "Perishable" endorsement, unless the sender's receipt was endorsed by the accepting employee to indicate the parcel contained fragile or perishable matter.

(o) If the sender has been instructed prior to the date of mailing of a parcel damaged in the mails relative to proper packing and endorsement, and had failed to comply therewith, and it is apparent that the failure to comply with the instructions was the cause, or probable cause, of the damage sustained.

(p) For consequential loss resulting from the nondelivery, wrong delivery, damage, or delay in dispatch, transmission, or delivery of any article, as distinguished from the actual value of, or the cost of repairs to, the article itself.

(q) For death of baby fowl, honeybees, and harmless live animals, unless it is established that the death thereof is attributable to the fault of the postal service.

(r) For abrasion, scarring, or scraping of suitcases, handbags, and the like, unless the articles were adequately wrapped or boxed.

(s) For the spoiling or deterioration of perishable matter because of delays beyond the control of the postal service.

(t) For the freezing, melting, spoiling, or deterioration of matter directly due to the temperature (natural or artificial) to which such matter may have been subjected while in the custody of the postal service, except that indemnity may be paid where such damage was directly due to the fault of the postal service.

(u) For spoiling of matter of a perishable nature, when the parcel could not possibly have reached the addressee in good condition in the ordinary course of the mails.

(v) For the loss of or injury to any matter mailed in the execution of any fraudulent scheme or enterprise.

(w) For damage to shellac or wax phonograph records.

CANAL ZONE MAIL

Registered

3. Indemnity is payable in connection with registered mail exchanged between the United States and the Canal Zone as follows:

(a) The United States Post Office Department pays indemnity in an amount not exceeding \$1,000 for any one article, for loss or rifling of, or damage to, registered articles mailed at any post office in the United States proper or its possessions addressed to post offices in the Canal Zone, or mailed in the Canal Zone addressed to any post office in the United States—except post offices in Alaska, Hawaii, and all of the island possessions of the United States—when the weight of evidence indicates that the loss, rifling, or damage occurred while the article was in the custody of the Postal Service of the United States.

(b) The United States Post Office Department pays indemnity in an amount not exceeding \$100 for any one article, for loss or rifling of, or damage to, registered articles mailed in the Canal Zone addressed to any post office in Alaska, Hawaii, and all the island possessions of the United States, when the weight of evidence indicates that the loss, rifling, or damage occurred while the article was in the custody of the Postal Service of the United States.

(c) The Canal Zone postal service agrees to pay indemnity in an amount not exceeding \$1,000 for any one article, for the loss, rifling, or damage in its service of registered articles exchanged between post offices in the Canal Zone and post offices in the United States—except post offices in Alaska, Hawaii, and all of the other island possessions of the United States.

(d) The Canal Zone postal service agrees to pay indemnity in an amount not exceeding \$100 for any one article for loss, rifling, or damage in its service of registered articles exchanged between post offices in the Canal Zone and post offices in Alaska, Hawaii, and all the island possessions of the United States.

(e) When indemnity is payable and the responsibility for the loss or rifling of, or damage to, domestic registered mail exchanged between the United States and the Canal Zone cannot definitely be determined

to be that of either postal service after due investigation has been made, the United States postal service and the Canal Zone postal service have agreed to pay the limited indemnity in equal shares. The share of the Canal Zone would not exceed \$50 in such a case in connection with registered matter exchanged between the Canal Zone and post offices outside the United States proper, such as those in Alaska and Hawaii or in other island possessions of the United States.

Insured

4. (a) The agreement for the exchange of numbered insured mail with a maximum indemnity of \$200 between the Canal Zone and the United States, including all possessions of the United States, contemplates the payment of indemnity by the Canal Zone or the United States according to where the loss, rifling, or damage occurred, and the assumption by the United States of 75 percent of the liability in those cases where responsibility cannot be definitely fixed upon either service.

(b) Full responsibility is assumed by the United States Postal Administration for the loss or rifling of, or damage to, parcels insured at the minimum fee addressed for delivery in the Canal Zone and the Canal Zone Postal Administration assumes similar responsibility for minimum fee insured parcels addressed for delivery in the United States in those cases where responsibility cannot be definitely fixed upon either Service.

TIME LIMIT FOR FILING CLAIM

Registered Matter

5. Claims for indemnity involving domestic registered (except registered c. o. d.) mail should be made within 1 year from date of mailing, unless the delay in filing such claim was unavoidable and not due to the fault of the claimant.

Insured and C. O. D. Matter

6. Claims for indemnity involving domestic insured or c. o. d. mail, including registered c. o. d. mail, should be made within 6 months from date of mailing of the parcel, unless the delay was unavoidable and not the fault of the claimant.

FILING APPLICATION FOR INDEMNITY

7. All applications for indemnity shall be accepted for consideration of the merits of each claim. Claims must not be adjusted from personal funds, unless so directed by the Department.

Registered Mail

8. **General.**—At offices of the first and second classes claims for indemnity for do-

mestic registered mail shall be made on Form 565 (in addition to the required report on Form 1510 if loss or rifling is involved). At offices of the third and fourth classes claims for indemnity shall be reported by letter (in addition to the required report on Form 1510 if loss or rifling is involved). Whenever available, the envelope or wrapper shall be submitted, and in cases of damage, the damaged contents and packing material shall be retained until the investigation is completed. These reports are investigated by the Chief Post Office Inspector to ascertain the facts. If the facts ascertained established a loss or damage for which indemnity may be payable, the papers are transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for settlement.

9. **Registered c. o. d. mail.**—Claims for indemnity for the loss or rifling of, or damage to, domestic registered c. o. d. mail or of alleged failure to receive the c. o. d. charges on such mail should be filed on Form 565, which should be marked "Collect-on-delivery" or "c. o. d." In addition to the data required to be furnished on Form 565, such of the information called for under items 3, 5, 7, 11, 17, 19 (b) and 19 (c) on Form 3812, as may be applicable should be furnished either on Form 565 or on Form 3812 attached thereto.

Inquiries or claims in connection with domestic registered c. o. d. mail which are known to involve failure to remit c. o. d. charges or an incorrect amount of c. o. d. charges, as distinguished from loss or rifling of, or damage to, the articles, shall be sent direct to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

When it is not known whether an inquiry or claim in connection with domestic registered c. o. d. mail involves c. o. d. charges as distinguished from loss or rifling of, or damage to, the article, inquiry shall be made of the postmaster at the office of address to ascertain the facts. If the reply indicates failure to remit all or part of the charges or otherwise involves the correctness of the charges, the matter shall be referred direct to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail. If the reply indicates that loss, rifling, or damage has occurred or if no reply is received within a reasonable time, the matter shall be referred to the proper inspector in charge.

10. **Record of claims.**—Postmasters at all offices shall keep a record of all indemnity claims filed in connection with domestic registered mail. Such record shall include the number of the article, date of mailing, names and addresses of the sender and addressee, names of offices of mailing and address, amount of fee, surcharge if any, postage paid if known, and amount of indemnity claimed. This record should be searched when necessary in order to avoid duplicate

payments of indemnity, and also in connection with the recovery of registered articles supposed to have been lost.

11. Recovered articles.—When lost articles are recovered the inspector in charge shall be notified immediately and the article shall be surrendered upon the return of the indemnity paid. The claimants should accept the article and reimburse the United States for the full indemnity paid if the article is undamaged, or such pro rata amount as may be deemed equitable by the Department if the article is damaged or has depreciated in value or if the contents are not intact. If the article cannot be surrendered and the indemnity refunded within a reasonable time after recovery, the article shall be disposed of as undeliverable dead matter.

Minimum Fee Insured Mail

12. Submission of evidence of insurance.—When the sender of a parcel on which the minimum insurance fee was paid desires to file claim for indemnity, he shall be required to submit the insurance receipt issued to him (Form 3813-B or the firm mailing sheet bearing a description of the parcel). The receipt submitted, if Form 3813-B, shall be endorsed "Claim Filed," initialed, postmarked, and returned to the sender. If the receipt is represented by a firm mailing sheet, the related entry shall be endorsed "Claim Filed," initialed and dated, and returned to the sender.

If the sender is unable to produce the official insurance receipt, he should be courteously informed that in the absence of the receipt there would ordinarily be no evidence of insurance and accordingly such a claim could not be paid. The claimant's attention should also be invited to the information on this subject which appears on Form 3813-B. However, if the parcel is alleged to have been delivered with all or a portion of its contents missing or damaged, claim may be instituted if the sender (or addressee) can submit the portion of the wrapper or container bearing the indicia "INSURED—Minimum Fee," and other particulars such as postmark of the mailing office, and the names and addresses of the sender and addressee. The wrapper or container shall be endorsed "Claim Filed," initialed, postmarked, and returned to the person submitting it.

13. Endorsement at office of mailing.—The "Declaration of Postmaster—Office of Mailing" shall be completed from the particulars shown on the sender's receipt or equivalent evidence of insurance. If it is known that the parcel contained perishable matter which, if undeliverable, was to be disposed of in conformity with chapter VI, article 158, or forwarded to other than the original addressee, if undelivered, or bore the sender's instructions to abandon, if undelivered, Form 3812 shall be appropriately endorsed

to that effect, so as to facilitate handling of the claim at the office of address.

14. Treatment at office of address.—Upon receipt at the office of address of an application for indemnity covering the alleged loss of a parcel on which the minimum insurance fee was paid, the post office records shall be searched only when the form is specially endorsed as indicated in article 13 above. When search of the post office records is required, the "Declaration of Postmaster—Office of Address" shall show what record, if any, is had of the parcel involved. The declaration of the addressee shall be required in each claim for a parcel on which a minimum insurance fee was paid, except where the post office records show that the parcel was not delivered to the addressee but was disposed of otherwise.

15. Claim started at other than mailing office.—When the sender or addressee of a parcel insured at the minimum fee starts a claim therefor at other than the office of mailing, the person filing the claim shall be required to submit Form 3813-B or equivalent evidence of insurance such as the wrapper of the parcel. The postmaster shall certify in a marginal notation on the left side of the Form 3812, reading substantially "On _____, I examined the send-

(Date)

er's insurance receipt (Form 3813-B) or the wrapper of the insured parcel described hereon which was mailed at _____

(Post Office and

State of Mailing) The "Declaration of Postmaster—Mailing Office" on Form 3812 shall be modified by striking out the words "Mailing Office" and substituting therefor the name of the post office and State where claim is started. The name of the mailing office shall be entered in item 25. Each applicable item in the declaration shall be completed, including, under item 9, the signature of the postmaster and the name of the office at which the claim is filed.

The declaration of the sender or addressee (or both, if they are located at the office where claim is started) shall then be obtained. After Form 3812 has been properly completed, it shall be transmitted to the postmaster at the office which is to give the claim further attention. If the Form 3812 is sent by the postmaster at the office where it was started to other than the postmaster at the office where the parcel was mailed, appropriate notice shall be furnished to the mailing office so that record may be made of the claim.

The postmaster at the office finally completing Form 3812 shall transmit it for adjustment directly to the postmaster at the designated paying office.

Numbered Insured and C. O. D. Mail

16. General.—When an article insured at other than the minimum fee or a c. o. d.

article is lost, damaged, or rifled and claim for indemnity is made, the sender shall list on Form 3812 those articles enclosed in the parcel for which indemnity is claimed, showing the actual value of each article, method of packing in claims involving damage, and to whom indemnity should be paid. The postmaster at the mailing office shall certify on Form 3812 as to mailing of article. The form shall then be forwarded to the postmaster at office of address, who, in loss claims, shall certify what record, if any, he has of the article. The addressee shall make a statement on Form 3812, showing whether the article has been received, or as to the contents missing, or condition of contents if damaged.

Before instituting inquiries or claims for indemnity covering c. o. d. parcels bearing the senders' instructions to remit the c. o. d. charges to other than the actual mailer, it should be definitely ascertained that the charges were not received by, or that the parcels were not returned to, either the actual sender or the party to whom the charges were to have been remitted.

17. Claim started at office of address.—Claim should be started at the office of mailing, and may be instituted at office of address only when the addressee is aware of the contents of the article, and the mailing particulars (except fee and postage) are available. When the addressee institutes a claim, the postmaster at the office of address shall obtain the declaration of the addressee on Form 3812, execute declaration of postmaster at office of address, and transmit the application to the postmaster at the office of mailing for completion.

Extreme care should be exercised in starting claims at address offices. When the evidence at hand and the circumstances warrant the institution of a claim at the office of address, the postmaster there shall enter in the "Declaration of Postmaster—Mailing Office" the number of the parcel, the date of mailing, the name and address of the sender, and the name and address of the addressee; and at the bottom of that declaration, beneath the space for mailing postmaster's signature, shall write the name of the mailing office but shall not attempt to fill in any other items, and shall not sign the mailing postmaster's certificate. The particulars mentioned must be entered before the declaration of the addressee is executed, as it is absolutely necessary that a description of the parcel shall appear on the form before the questions relating to it are answered. When the declaration of addressee and declaration of postmaster at office of address have been completed, the form must be sent promptly to the postmaster at the office of mailing for completion. However, when sufficient information as to particulars of mailing of the parcel and the contents is not available, the

claim should be started at the office of mailing.

18. Baby chicks.—Indemnity will be paid on account of the complete or partial loss by death or otherwise of live baby chicks, ducks, geese, guinea fowl, or turkeys, and queen bees and their attendant bees, honey bees, and harmless live creatures, sent as insured or c. o. d. mail, when the evidence shows that the loss by death or otherwise was attributable to fault of the Postal Service, provided that a deduction may be made from the amount otherwise payable to cover what the Department may consider a reasonable death rate.

19. Treatment of complaints or claims on account of death of baby chicks.—When a complaint is made on account of the death of baby chicks, ducks, geese, guinea fowl, turkeys, queen bees and their attendant bees, honey bees, and harmless live creatures, sent as insured or c. o. d. mail, the complaint shall be referred at once to the district superintendent, Postal Transportation Service, for investigation to determine whether the parcel was mishandled while in transit.

If the complainant desires to file claim for indemnity when making complaint in such cases, Form 3812 shall be executed, insofar as the post office where complaint is made is concerned, and transmitted with the report of the matter to the district superintendent, Postal Transportation Service. When the investigation is completed by the Postal Transportation Service the papers will be returned to the postmaster at the office where complaint was made; and at that time, if claim has been filed, the application for indemnity, together with the papers showing the result of the investigation, shall be transmitted to the postmaster at the other office involved for completion of the application for indemnity.

If a claim for indemnity is not filed when complaint is made in such cases, the matter shall be referred to the district superintendent, Postal Transportation Service, for investigation, and the complainant should be informed of the result of the investigation. If, after being advised of the result of the investigation the complainant does not desire to file a claim for indemnity, the correspondence should be filed at the post office where the complaint originated.

INQUIRIES FOR INSURED OR C. O. D. PARCELS

Lost Insured Parcels

20. (a) When the sender has received advice that an insured parcel has not been received, Form 1510 should be completed and disposed of as provided in article 21, chapter XIII.

(b) (1) If the evidence indicating non-receipt is dated at least ten days after the

insured parcel should have been delivered to the addressee, Form 3812 may also be started. The statement under item 9, page 1 of Form 3812, should be completed to show that loss has been reported on Form 1510 to the proper inspector-in-charge. (See articles 13 and 14 of this chapter as to endorsement and treatment of Form 3812 covering certain minimum fee parcels.)

(2) Form 3812 started for a minimum fee parcel shall be sent to the postmaster at the office of address after record of the form has been made on Form 3841-P at offices of the first and second classes, and on Form 3819, suitably altered for the purpose, at offices of the third and fourth classes.

(3) Forms 1510 and 3812 started for a numbered parcel shall be sent direct to the postmaster at the office of address. A temporary record shall be made of the application for indemnity on the record attached to the duplicate portion of Form 1510, the usual record being made on Form 3841-P or Form 3819 only if the reply to the inquiry develops loss or rifling. (See arts. 33 and 34 of this chapter.)

(c) If the sender desires inquiry sent without having obtained evidence of non-receipt, such inquiry may be instituted on Form 1510 upon payment of a fee of 15 cents. If the sender calls in person at the post office, he may fill out his declaration on page 1 of Form 3812 in order to avoid a possible subsequent trip to the post office. However, the Form 3812 shall be held at the post office pending reply to the inquiry on Form 1510. If loss or rifling is reported, the Form 1510 shall be sent to the proper inspector-in-charge after record of the application for indemnity has been made on Form 3841-P or Form 3819. The Form 3812 shall be sent to the postmaster at the office of address who, in outright loss cases, shall not complete the form until at least 10 days have elapsed from the date the parcel should have been delivered.

(d) When Form 1510 received at the office of address involves the loss of a numbered insured parcel, the form ordinarily should be completed from the office records, no inquiry being made of the addressee through the issuance of Form 1572 unless there is no record of the parcel.

NOTE.—If it has been the experience at any office that, in a large number of instances, initial search of the office records developed that numbered insured parcels alleged to have been lost actually had been delivered, and that considerably less clerical time would be involved in first making inquiries of the addressees on Form 1572, this practice may be continued or adopted. However, if the addressees deny receipt of the parcels, statements should be verified from the records.

Lost C. O. D. Parcels

21. When the addressee advises that the parcel has not been received and sufficient time has elapsed from the date of mailing for the parcel to have been delivered, in-

quiry on Form 3815 may be instituted. However, if the evidence indicating non-receipt is dated at least 10 days after the parcel should have been delivered, Forms 1510 and 3812 may be started without the necessity of sending an inquiry on Form 3815. If the reply indicates loss or rifling, Form 1510, if not already completed, shall be executed immediately in duplicate. Both copies of the Form 1510 shall be sent to the inspector in charge without reference to the postmaster at the office of address. The Form 3812 shall then be transmitted to the postmaster at the office of address who, if the claim is filed on account of the alleged loss of the parcel, shall not complete page 2 of the form until the lapse of at least 10 days from the date the parcel should have been delivered. (See ch. XIII, art. 32, for inquiries concerning failure to receive c. o. d. charges.)

Rifled and Damaged Parcels

22. (a) When complaint is made of rifling of an insured or c. o. d. parcel, an application for indemnity may be started forthwith and transmitted to the other office involved for completion. Form 1510 shall also be started and treated in accordance with the instructions in chapter XIII, article 21. When Form 1510 covering the alleged rifling of an insured or c. o. d. parcel is received at the office of address, the office records need not be consulted but inquiry shall be made of the addressee on Form 1572 to determine the extent of rifling and to permit recovery of the envelope or wrapper, if available. If the Form 1510 is accompanied with Form 3812, the addressee shall be requested to call at the office to complete the required declaration on Form 3812.

(b) When complaint is made of damage to an insured or c. o. d. parcel, Form 1510 shall not be instituted but an application for indemnity may be started forthwith and transmitted to the other office involved for completion. A record shall be made of each such claim on Form 381-P or 3819 in accordance with the instructions in articles 33 and 34 of this chapter.

Parcels Addressed to Hawaii, Guam, and Samoa

23. (a) Inquiries in connection with insured and c. o. d. mail addressed to Hawaii, Guam, and Samoa should not ordinarily be sent sooner than 60 days from the dates of mailing to Hawaii, and 4 months from the dates of mailing to Guam and Samoa.

(b) When there is sufficient knowledge to justify the making of inquiries sooner than stated above, the inquiries should be endorsed to show the basis for their being made prior to the prescribed period.

(c) When advice has been received by the sender that an insured or c. o. d. parcel was received rifled or damaged, an application for indemnity may be filed forthwith.

(d) Claims for indemnity on parcels mailed in or addressed to Hawaii must be made within 6 months from the dates of mailing and 10 months from the dates of mailing for those mailed in or addressed to Guam and Samoa.

Record of First Complaint or Inquiry

24. Any inquiry or complaint, formal or informal (written or oral), made or received at any post office concerning an insured or c. o. d. parcel, regardless of whether mailed from or addressed to that office, is considered as constituting an informal claim for indemnity.

Postmasters at all offices shall keep an appropriate record of such inquiries or complaints. In the event formal claim for indemnity on Form 3812 is filed or received, notation of the date of such complaint or inquiry shall be made on the record of indemnity claims and entered on the application for indemnity. Such record should be made on the date the complaint or inquiry is made or received.

DISCOUNT AGREEMENTS

25. Postmasters should endeavor to have claims for indemnity in connection with insured and c. o. d. mail filed by firms at cost price of the contents, or at least at a discount from the selling price to the addressee. Many firms agree to accept adjustment of their claims on the basis of cost plus overhead charges. These discount agreements must be voluntary on the part of the firms. The aim and purpose of the Department, namely, the conservation of public moneys, should be pointed out to the firms; and it is intended that the cooperation of firms to this end, by entering into agreements to accept adjustment of their claims on a discount basis, will not result in loss to them, but on the contrary will cover the actual loss sustained. The original of any agreements obtained should be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, and a copy thereof to the designated paying office.

CLAIMS TO BE EXPEDITED

26. Immediate attention must be given to claims for indemnity and to all correspondence received from the Department, other postmasters, and the public in regard thereto. Each application for indemnity shall be acted upon promptly, and shall be carefully examined before the sender, addressee, or other person from whom a statement has been obtained has left the post office, in order to make sure that all desired evidence has been secured. Under no circumstances shall claims be permitted to leave the custody of the Postal Service except upon special authorization. The

claims shall receive continuous attention at all times and not be allowed to remain in post offices without action.

Postmasters shall, within 10 days from the date claim papers are received, notify the office from which received as to the disposition made thereof, or of any anticipated delay (not in excess of 30 days) in obtaining the necessary evidence, using Form 3819 for the purpose. However, such notification need not be furnished covering claims received by designated paying offices for adjustment, and Forms 3819 must not be attached to such claims for the purpose of obtaining particulars of payment or acknowledgment of receipt. If the required evidence has not been obtained after the lapse of 30 days, the claim papers, together with an appropriate statement of the facts in the case, shall be submitted to the designated paying office, or to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, as may be appropriate.

DUPLICATE CLAIMS

27. Under no circumstances should a duplicate application for indemnity be executed unless it is clearly established by inquiry at the office or offices concerned that the original has been lost or destroyed. In the latter event, a duplicate Form 3812 may be started, marked "Duplicate" and showing last-known disposition of original form and date of such action, and each postmaster handling the claim shall endorse his previous record accordingly. The installation and proper maintenance of the sender and addressee files at first- and second-class offices and a suitable record on improvised Form 3819 at offices of the third and fourth classes will prevent duplicate claims. (See arts. 33 and 34 of this chapter.)

DAMAGED ARTICLES TO BE RETAINED

28. Postmasters must not dispose of alleged irreparably damaged articles involved in claims for indemnity where there is any doubt as to salvage value or reparability, until claims therefor have been adjusted.

EXECUTION OF STATEMENT OF SENDER OR ADDRESSEE

29. *Affidavits not required.*—Senders or addressees of insured or c. o. d. parcels on which claims for indemnity have been filed may have any statements in connection therewith executed before an authorized representative of the post office without charge. As far as possible statements in connection with claims for indemnity should be obtained by the superintendent or clerk in charge of the branch or station nearest to the place of business or residence of the

person from whom the statement is desired, after proper notice to call at such station or branch has been issued.

When Postmasters Are Senders or Addressees

30. Postmasters who are senders or addressees should execute their statements before their assistants, or such other employees of their offices as may be designated by them for the purpose.

Executed Before Rural Carrier

31. Statements may be executed before rural carriers in those cases where delay would otherwise result because of the distance the person resides from the post office, provided that the person whose statement is required does not live more than one-half mile from the carrier's route.

Statements by Telephone

32. In exceptional cases the declaration may be signed and sent to the post office, acknowledgment of the statements made therein being made by telephone, provided the postmaster makes a certification to that effect and adds to his statement that because of unusual circumstances it is impracticable for the person whose statement is required to appear personally.

RECORD OF INQUIRIES AND CLAIMS

First- and Second-Class Offices

33. (a) At first- and second-class offices a typewritten record of every claim filed or handled shall be made in triplicate, by carbon process, on Form 3841-P, except as provided in article 20, paragraph (b) (3), and paragraph (c), of this chapter. This record should be used for both insured and c. o. d. claims.

(b) Three separate files shall be maintained: (1) A "sender" file, alphabetically, under office of mailing; (2) an "addressee" file, alphabetically, under office of address; and (3) a "follow-up" file. The first two files will serve to prevent duplicate claims, the one being a check against the other in case a card is misplaced in either. Each action taken or advice received in connection with a claim shall be recorded on the reverse side of the "sender" file, unless a supplemental numerical jacket system, or card record system, is used, as is the case at some of the larger offices where it is the practice to make the entries on the jacket or the supplemental card.

(c) The "follow-up" file shall be arranged by dates and shall be checked daily for pending claims in connection with which advice of disposition has not been received within the time specified as follows:

(1) When a postmaster to whom claim papers have been transmitted has failed to advise the disposition made thereof, a reminder shall be sent after the lapse of a reasonable time from the date the claim

papers were mailed to the delinquent postmaster, allowing time for the papers to reach the postmaster, 10 days for obtaining the necessary evidence, and time for the return of the papers or advice as to their disposition. Not more than 20 days shall be allowed for the return of the papers or advice as to their disposition, except in the case of claims involving parcels mailed at or addressed to APO's overseas, naval vessels, Alaska, and island possessions and Territories of the United States.

(2) If the first reminder remains unanswered at the expiration of 20 days (except in the case of naval vessels, APO's, Alaska, and the island possessions and Territories of the United States), a second reminder shall be sent. If reply is not made thereto at the expiration of 20 days from the date the second reminder was sent, report shall be made promptly to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail. Each such report shall embody all essential particulars, including the date Form 3812 was sent to the post office involved and the dates of the two reminders.

(d) When replies to Forms 1510 or 3815 indicate loss or rifling, postmasters at both the mailing and address offices shall record the complaints on Form 3841-P (in triplicate) at the time the Forms 1510 are handled by them. The record of inquiries, Forms 3841-P, should be placed in the "follow-up" file without separation of the three parts unless the volume or conditions warrant use of a separate file for such records. If any inquiries develop into claims for indemnity, the Forms 3841-P should then be separated and placed in the "sender," "addressee" and "follow-up" files. The typewritten record of each inquiry which developed loss or rifling shall be used as a record of any related claims for indemnity filed or handled. If claims for indemnity are not instituted within 6 months from the dates the senders are notified of loss or rifling, all three copies of Form 3841-P shall be withdrawn from the "follow-up" file and disposed of as waste paper.

Third- and Fourth-Class Offices

34. Postmasters at third- and fourth-class offices shall keep an office record on Form 3819, suitably altered for the purpose, of each claim filed or handled at their offices, except as provided in article 20, paragraph (b) (3), and paragraph (c), of this chapter. When inquiries on Form 1510 or 3815 develop loss or rifling and Form 3812 has not been started in connection with such inquiries, record of the inquiries shall be made on Form 3819 at the mailing and address offices and filed separately from those covering actual claims. If the inquiries subsequently develop into claims, Form 3819 shall be filed in the claims file. If claims for indemnity are not instituted

within 6 months from the dates the senders are notified of loss or rifling, the Forms 3819 shall be withdrawn from the file and disposed of as waste paper.

The office records shall be checked at least once each week against outstanding claims, and when a notice of disposition of a claim is received, the records shall be endorsed accordingly and placed in the permanent files. Reminders shall be sent and reports rendered to the Department under the conditions prescribed for first- and second-class offices in the event notice of disposition (Form 3819) is not received within the 20-day period specified in connection with claim papers transmitted to another post office for completion.

Abnormal Number of Claims

35. The record of indemnity claims shall be checked carefully in order that prompt report of any abnormal number of claims involving any sender or addressee may be made as prescribed by article 102 of this chapter.

MAILING OFFICE PORTION OF FORM 3812

Character of Claim

36. When claim for indemnity is made covering insured or c. o. d. parcels, postmasters shall indicate in the space provided at the top of Form 3812, whether the claim is on account of the total loss (disappearance), rifling, damage, or nonreceipt of c. o. d. charges.

Information Required Under Various Items

37. *Item 1.*—The parcel number shall be shown correctly (except when insured at "Minimum Fee," in which case the letters "M. F." should be entered in the space provided for the insured parcel number) on the proper line to indicate whether it was insured or c. o. d.

38. *Item 2.*—The insurance or c. o. d. fee exclusive of postage and the amount of postage paid shall be shown separately. If postage was not fully prepaid, an explanation shall be furnished.

39. *Item 3.*—If sent "special delivery" or "special handling," amount of fee shall be entered. If a return receipt was requested, appropriate entry to that effect should be made immediately above.

40. *Item 4.*—The correct date of mailing shall be given, including the year.

41. *Item 5.*—The correct amount due sender if parcel was sent c. o. d. shall be entered.

42. *Item 6.*—If formal claim was not made within 6 months from the date of mailing, the date, including the year, of the first complaint, either oral or written, regarding the parcel shall be indicated. In every case where inquiry concerning an insured or c. o. d. parcel or formal claim for

indemnity is not made within 6 months from the date of mailing, an explanation by the sender giving any known reasons for the delay, should accompany the application.

43. *Item 7.*—In claims for damage or spoiling it shall be shown whether any special endorsement, such as "Fragile," "Fragile, Liquid," "Fragile, Liquid, This Side Up," "Perishable," "Eggs," etc., appeared on the parcel; and if so, what it was.

If the claim is for spoiled or decayed articles, the postmaster should state as near as practicable the date and hour the parcel was accepted for mailing; the date and hour of dispatch; the time ordinarily required for the article to reach the office of address, if known; and the cause of any delay or improper handling known to him.

44. *Item 8.*—The name and address of the sender of record shall be entered correctly and completely. If an insured parcel, such information should be obtained from the claimant at the time claim is filed.

45. *Item 9.*—The name and address of the addressee shall be entered correctly and completely as it appears upon the required post office record; otherwise, from the senders receipt or the wrapper of the parcel if available. The address given should be that to which the parcel was originally addressed, and not that to which an addressee may have removed after the parcel was mailed. If it was addressed in care of a person, firm, hotel, etc., that fact should be shown, in addition to the complete name and address of the "care."

Indicate whether the required report on Form 1510 has been sent to the inspector in charge.

The postmaster's certificate shall be signed in person, or, by a designated employee. If signed by a designated employee, the postmaster's name should be followed by the initials or signature of the designated employee. The name of the post office and State shall be entered in the proper spaces.

46. *Item 10.*—(a) *General.*—Except in the case of business concerns, receipted bills covering the mail for which claim is made should be submitted, if available. If not, each article for which claim is made should be sufficiently described under item 10 to enable the adjusting office to determine whether the amount claimed is reasonable. General statements such as "One watch—\$50." or "One radio—\$35." are not acceptable.

When practicable, postmasters should avail themselves of the information contained in catalogs and descriptive price lists of merchandise and other articles of trade. These will prove of great assistance in determining the correctness of amounts claimed.

(b) *Commercial insurance.*—If the parcel was also insured by a commercial insurance company or other insuring agency,

the sender should state by whom, amount of insurance, and amount paid, if any.

(c) *Special-discount claims*.—If the sender is a firm which has agreed to accept adjustment of claims on a special-discount basis, it should in addition to showing the selling price of the contents of the parcel also state the amount claimed in accordance with the agreement.

In order to make it reasonably certain that adjustments by the designated paying office will be made on the basis of special-discount terms, postmasters at offices where special-discount firms are located shall in connection with claims filed by such firms attach to each Form 3812 a separate memorandum reading: "The amount claimed in this case, in accordance with a special discount agreement with the Post Office Department is \$-----," and fill in the figures representing the amount of the firm's claim.

(d) *Discrepancy between value and c. o. d. charges to be explained*.—When there is a discrepancy between the amount of the c. o. d. charges called for on the parcel and the value of the contents, the sender should make appropriate statement showing what the difference represents.

(e) *Deposit by the addressee—amount thereof to be shown*.—When a deposit on the contents of the parcel was made in advance by the addressee direct with the sender, the amount of such deposit should be shown, and the sender should state whether the deposit has been refunded to the addressee or the shipment duplicated and the amount applied on the duplicate shipment. If the sender is claiming indemnity for the amount of his equity, the value less the deposit, he should so state. These claims arise particularly with c. o. d. parcels mailed by mail order tailoring companies.

(f) *Failure to receive full amount of c. o. d. charges*.—When claim is filed on account of failure to receive the full amount of c. o. d. charges shown on the mailing office record, the sender should state that fact, and the postmaster at the mailing office shall state whether the figures on the c. o. d. tag and within the c. o. d. indicia on the parcel were entered by the sender or by the accepting postal employee.

(g) *Home-made articles*.—If the article was not purchased by the sender, the manner in which the valuation was placed upon it by him must be shown. If the article was home-made, a full description thereof should be furnished by the sender. However, if the amount claimed is fair and reasonable and in accordance with the value of similar articles, the sender need not be required to submit an itemized statement showing the material used, time, etc. In every instance where the amount claimed appears to be excessive and more than the value of similar articles, the sender should be required to itemize and describe in a

sworn statement the materials used, quantity, price, the actual (or at least the approximate) number of hours of labor expended thereon, and the amount claimed for labor per hour. In no case shall the amount allowed for labor exceed that paid for similar work in the locality of the office of mailing, nor should the total value claimed on account of the labor charge bring the total claimed value for the article to an amount in excess of the ordinary commercial selling price of a similar article. If similar articles had been previously sold by the sender, he should state the price realized therefor. If the article was being sold to the addressee, the sender should so state, naming the price to have been received.

(h) *Postage*.—The items of postage (exclusive of insurance or c. o. d. fee), special delivery fee, special handling charge, and return receipt fee may be included in the amount of indemnity claimed. (See art. 121 of this chapter relative to the conditions under which these items are allowable.) Some firms include postage and the insurance or c. o. d. fees in the value of the goods sold by them, fixing the selling price so as to include such items. Others determine the cost and selling price of goods to be mailed and include postage and insurance or c. o. d. fees separately in the cost of the merchandise to the addressee. Postmasters should familiarize themselves with the practice of mailers at their respective offices and see that indemnity is not claimed for postage a second time in any manner.

(i) *Sentimental values, gifts, family heirlooms, antiques, etc.*—If the article was a gift or a family heirloom, a sworn statement must be furnished describing it in the most minute detail possible, and showing the basis of valuation, that is, exactly why the value is fixed at the amount claimed. If a gift, the statement must also show the date the article was presented, the name of the donor, and his present address. If ever appraised by a reliable dealer in similar articles, or by an expert in the craft to which it relates, the name and address of such person, his qualifications (i. e., whether a dealer, a professional appraiser, an expert in the particular craft involved, etc.), the date of appraisal and the amount in which appraised should be stated. Claims for sentimental values arising from the association of articles are not allowable. The value of an article as an antique may be claimed if it is shown clearly that the value stated is not in excess of the ordinary market value for similar antiques.

(j) *Goods sold, discounts, or cost*.—Where the sender is a business concern, copies of invoices should be attached to Form 3812; otherwise, the answer to item 10 should describe the articles for which

claim is made and the selling price to customer, less any discounts allowed.

(k) *Watches*.—The description of watches must show the size, style (hunting or open-face), kind of case, i. e., whether silver, gold, gold filled, gold plated, etc., karat, if solid gold, name of works, and number of jewels. It shall also be stated whether the watch was being sent for repairs or adjustment, and if so, the nature and estimated cost of such repairs or adjustment, date of original purchase, and price paid.

(l) *Jewelry*.—Jewelry should be minutely described, showing the kind of each article, metal of which made (karat, if gold), size, relative purity, and number of each kind of stone therein, if any; also whether being sent for repairs, and, if so, nature and estimated cost of such repairs, date of original purchase, and price paid.

(m) *Articles in need of repairs*.—If the sender was mailing the article to be repaired, a statement must be furnished describing exactly what repairs were needed, and, if known, the cost thereof.

(n) *Articles repaired by sender*.—When the contents of the parcel were the property of the addressee and the sender had performed service thereon, such as repairs, etc., the sender should show the amount of his charges for the work performed by him, exclusive of postage and fee, and whether the work restored the article to a serviceable condition less than its original value, which should be stated, or to its original value, or actually enhanced its value over that which it originally possessed when new. The sender should also state in answer to item 12 whether he desires that the full value be paid to him, or whether he is claiming only his charges, the difference between such amount and the actual value to be paid to the addressee in adjusting the claim.

(o) *Unordered insured or c. o. d. parcels*.—Indemnity will not be paid for the loss or rifling of, or damage to, insured or c. o. d. parcels containing matter offered for sale and addressed to prospective purchasers who have not ordered same or authorized their sending. When the postmaster at the office of mailing is aware that an insured or c. o. d. parcel for which claim has been filed, contained matter that was not ordered by the addressee, or sent on authorization from the addressee, an appropriate statement to that effect should be attached to the claim papers.

(p) *Duplication of damaged or rifled articles*.—If the sender makes claim for the cost of duplicating irreparably damaged articles or rifled articles representing a part of the contents of an insured or c. o. d. parcel, he should state the cost of duplicating the irreparably damaged or rifled article or articles, including separately the postage

(but not the insurance fee) or other transportation charges if claimed.

47. *Item 11*.—In claims for damage to fragile articles, or damage to (not spoiling) perishable matter, the description of packing or wrapping must be in such detail as to enable the Department, or the paying postmaster, to determine whether reasonable care and effort were exercised by the sender in packing and wrapping the parcel to assure its safe transmission in the mails. Where the container used was made of pasteboard, it should be stated whether it was made of heavy corrugated pasteboard, heavy ordinary pasteboard, or merely light pasteboard. Where cushioning material was used, the statement should show in a general way the kind, quantity, and manner in which the cushioning material was used.

If the parcel was improperly packed or not endorsed, in the case of fragile articles, and was sent by an individual mailer, special care must be exercised to see that items 7 and 11 on Form 3812 are fully answered. If the parcel was sent by a firm and the post office records show that the firm had been furnished with written or printed instructions relative to packing and endorsement, the date such instructions were furnished shall be shown in item 7 on Form 3812. A letter shall be addressed to the firm, citing the date on which the instructions were furnished, and calling attention to its failure to comply therewith. Corrective instructions shall be issued in the letter and a copy of the letter shall be attached to Form 3812 for the information of the paying office.

48. *Item 12*.—In accordance with the law, indemnity is payable to the rightful claimant. Indemnity may be paid to the sender, the addressee, or to the owner of the parcel, to a repairman, or to a private insurance company under certain conditions. Extreme care must be exercised to show clearly and legibly the name and complete address of the person to whom indemnity is to be paid.

49. *Item 13*.—The declaration of sender must be legibly signed in person by the one whose name appeared on the parcel as the sender, and must agree with the name of the sender as given in the declaration of postmaster at the mailing office. If illegible or likely to be misread because of failure, for instance, to distinguish between "n's" and "u's" and "a's" and "o's," etc., the postmaster shall either print or type the correct initials and spelling of the name immediately below the signature. The address given must be that of the sender of record. If the sender is a business concern, the name and address of the concern should be entered on the line reserved for signature and address of sender, followed by the name of the representative executing the form, as:

John Doe Merchandise Co.,
416 Front St., St. Louis 7, Mo.
by Richard Roe, Treas.

50. Item 24.—If the article was owned at the time of mailing by someone other than the sender or addressee, his address and signature shall be obtained in the space provided therefor.

51. Item 25.—Legibly postmark showing the date on which the postmaster signed the certificate.

Supplemental Declaration for Parcel Returned to Sender

52. (a) A "Declaration of Addressee" is required to be executed by the sender in claims involving the loss or rifling of, or damage to, insured or c. o. d. mail returned from the office of address as undelivered matter. The postmaster at the mailing office is required to execute a "Declaration of Postmaster—Office of Address" only in connection with claims involving the loss of numbered insured mail or c. o. d. mail on its return to the sender.

(b) When the supplemental declaration of the sender is required in any claim for rifling or damage involving an insured or c. o. d. parcel returned as undelivered matter, and there is record at the mailing office of the return of the parcel, or the sender submits the wrapper or container bearing the return endorsement showing that the parcel had not been delivered at the office of address, the claim papers shall not be sent to the post office of address unless it is necessary to obtain evidence from the addressee as to value. At designated paying offices which are also the mailing offices, such claims shall be placed in line for adjustment, and at other offices the claims shall be transmitted to the proper designated paying offices.

Record of Returned Parcels To Be Searched in All Loss Claims

53. Except as provided in article 52 of this chapter the mailing office records of returned parcels need not be searched for possible record of return of parcels involved in claims for loss of numbered insured parcels or c. o. d. parcels, unless experience indicates that such a search would be in the best interest of the service. (See art. 102 of this chapter.)

Form 3812 Returned Without Declaration of Addressee

54. When the claim papers involving insured parcels are returned by the office of address with the information that the declaration of addressee cannot be obtained, it is the duty of the sender to prove that loss, rifling, or damage was sustained. The mailing postmaster should ascertain whether the sender can furnish a communication

from the addressee showing the nonreceipt of the parcel dated a reasonable time after the parcel should have been delivered in the ordinary course of mails, or a communication from the addressee showing the extent of rifling or damage sustained, or any other acceptable evidence of loss, rifling, or damage. If such evidence is furnished, it should be attached to Form 3812 and forwarded, together with related papers, to the designated paying office.

DELIVERY OFFICE PORTION OF FORM 3812

Recording and Examination

55. Upon the receipt of claim Form 3812 from another office, or if started at the office of address, record thereof shall be made on Form 3841-P or Form 3819, provided the required record had not previously been made in connection with an inquiry on Form 1510 or 3815. Each application should be carefully examined after having been filled out by and before the departure from the post office of the addressee or other interested party, to make sure that all questions thereon have been completely and correctly answered, and that any required supporting evidence has been obtained. When the required evidence cannot be obtained promptly, the office from which received should be advised as to the reason for the delay. (See arts. 26, 33, and 34 of this chapter.)

Declaration of Postmaster

56. In each claim involving the loss of insured or c. o. d. mail, the postmaster shall fully complete the declaration of postmaster, office of address. Such declaration need not be executed in a claim involving the damage to, or rifling of, insured or c. o. d. mail, except the item which calls for the date on which the first complaint was made, when formal claim was not made within 6 months from the date of mailing. (See art. 60 of this chapter.)

57. Record of receipt.—If the parcel was sent special delivery, the special delivery records of the office of address must be carefully searched for possible record of delivery. If delivered, the date of delivery and name of person to whom delivered shall be shown.

If the parcel was c. o. d. and a record of delivery is on hand, the postmaster's statement must show in addition to the other required particulars the number, date, and amount of the money order by which remittance was made.

If the post office record shows that the parcel had been returned to the sender, the Form 3812, after being endorsed to show that fact, shall be returned to the mailing postmaster in order that supplemental

declarations may be executed as required by article 52 of this chapter. If the post office record shows that the parcel had been forwarded to another post office, the Form 3812, appropriately endorsed, shall be transmitted to the postmaster at that office.

58. First complaint.—If formal claim was not made within 6 months from the date of mailing, the date, including the year, of the first complaint, either oral or written, shall be indicated.

In case inquiry concerning an insured or c. o. d. parcel or formal claim for indemnity is not made within 6 months from the date of mailing of the parcel, an explanation by the addressee giving any known reason for the delay should accompany the application, provided the addressee is the claimant.

Any inquiry or complaint, formal or informal (written or oral), made or received at a post office concerning an insured or c. o. d. parcel, whether mailed from or addressed to that office, is considered as constituting an informal claim for indemnity, and a notation of the date of such complaint or inquiry shall be made on the record of indemnity claims and entered on the application for indemnity. Such record should be made on the date the complaint or inquiry is made or received.

59. Statement as to endorsement.—When a claim is for damage to a fragile article or for spoilage of a perishable article, and the statement of the mailing postmaster indicates that the parcel was not endorsed but it is ascertained that the parcel was actually endorsed, a statement to that effect should be attached to the claim papers for the information of the paying postmaster.

When there is any question as to sufficiency of the packing or when the parcel contained either fragile or perishable matter but was not appropriately endorsed, the postmaster should endeavor to obtain and hold the wrapper and packing of any parcel received damaged.

60. Signature and postmark.—Except in cases where the declaration of postmaster, office of address, need not be completed as provided in article 56 of this chapter, the postmaster's declaration shall be signed in person or by a designated employee, the Form 3812 postmarked to show the date on which it was signed and the name of the post office and State entered in the proper space. If signed by a designated employee, the postmaster's name shall be followed by the initials or signature of the designated employee.

Declaration of Addressee

61. Postmasters shall exert every reasonable effort to secure the declaration of addressee. A notice to call at the post office or a branch or station thereof shall be sent to the addressee. If the addressee fails to

respond within 5 days, a second notice should be sent.

If the claim is for loss and there is no record of return to sender or of the issuance of a money order in payment of c. o. d. charges, the addressee must not be permitted to complete the claim until at least 10 days after the lapse of time ordinarily required for transmission and delivery of the parcel in question. If the parcel has been returned to sender or a money order issued in payment of c. o. d. charges, the declaration of the addressee need not be obtained.

62. Addressee moved.—When the claim is for the loss of an insured or c. o. d. parcel for which there is no record of return to sender or of the issuance of a money order, and the addressee cannot be located at the office of address and his forwarding address is known, the papers should be sent to the postmaster at the known address for the purpose of obtaining the declaration of the addressee and transmitting all papers to the designated paying office.

63. Location of addressee unknown.—When the addressee cannot be located at the office of address and his present whereabouts is unknown, the claim papers should be forwarded to the postmaster at the office of mailing, with request that the sender furnish the present address of the addressee. If the sender cannot furnish the present address of the addressee, the postmaster at the mailing office shall forward all papers with that information to the postmaster at the designated paying office. If the addressee's present address is obtained, the claim papers shall be transmitted to the postmaster at that address for the necessary statement from the addressee, after which they shall be sent to the designated paying office for adjustment.

64. Declaration not obtainable.—In claims involving insured mail, when it is impossible to obtain addressee's declaration after proper attempts or where the addressee is deceased, the claim papers should be returned to the postmaster at the office of mailing, with a statement showing why declaration cannot be procured.

When the declaration of addressee cannot be obtained in a claim involving a c. o. d. parcel, the claim papers shall be sent to the designated paying office with a statement showing why the declaration was not procured.

65. Declaration of "in care of."—In a claim for loss of an insured parcel addressed "in care of" a person, firm, apartment house, hotel, club, lodging house, or the like, or even though the parcel may not have actually been addressed "in care of," the declaration of the person or persons who would ordinarily receive the parcel for the addressee, certifying to whether the parcel was or was not received, should be obtained,

in addition to the declaration of the actual addressee.

66. Contents property of addressee.—When all or a portion of the contents are property of the addressee, the addressee should show the original purchase price, date of purchase, and the amount allowed for depreciation, if any, as of the date of mailing.

67. Commercial insurance.—If the parcel was also insured by a commercial insurance company or other insuring agency, the addressee should state by whom, amount of insurance and amount paid, if any.

68. C. o. d. parcel delivered without collection of charges.—If the claim involves a c. o. d. parcel which has been delivered improperly without collection of the charges, the postmaster shall make every possible effort to collect the charges plus money order fee from the addressee, and, if successful, should make remittance in the regular manner to the sender. The claim papers in such cases should be transmitted to the designated paying office with appropriate statement. If collection cannot be made from the addressee after proper effort has been made, a report of the facts shall be made to the inspector-in-charge showing the c. o. d. number, date of mailing, amount of charges, names and addresses of sender and addressee, the reply, if any, made by the addressee in answer to questions on Form 3812 relative to payment of the charges, and what record, if any, is had of the parcel. A copy of the report shall be attached to the Form 3812 and the claim papers sent to the designated paying office for adjustment.

69. Addressee claims parcel received and paid for.—If the claim involves nonreceipt of c. o. d. charges and the records of the office of address fail to show a record of the parcel, but the addressee states that the parcel was received and the charges paid to delivering postal employee, the addressee's statement should show that the charges were paid. A report shall be made to the inspector in charge showing the c. o. d. number, date of mailing, amount of charges, names and addresses of sender and addressee, the reply made by the addressee in answer to questions on Form 3812 relative to payment of the charges, and what record, if any, is had of the parcel. The report should also give information regarding the size, weight, and contents of the parcel (if obtainable from the claim papers), as well as the names of employees who may have made delivery, together with comment on the results of any effort made to collect the charges. A copy of the report shall be attached to the Form 3812 and the claim papers sent to the designated paying office for adjustment.

70. Shortage in amount of remittance.—If the claim involves a shortage in the amount of c. o. d. charges received, the postmaster

at the office of address shall endeavor to collect the difference from the addressee plus the money order fee for the amount involved, explaining the reason for the collection. If collected, the amount should be transmitted by a second money order in the usual manner with an explanatory statement. If the addressee pays the difference in the c. o. d. charges but refuses to pay the fee for the additional money order, the additional c. o. d. charges collected should be sent by official registered mail to the sender with an appropriate statement showing what the amount represents. The claim papers should be transmitted to the designated paying office showing the action taken. If no amount can be collected from the addressee, the postmaster at the office of address shall attach the delivery office portion of the c. o. d. tag to the claim papers and forward them by official registered mail to the designated paying office for adjustment and subsequent return of the tag by official registered mail.

71. Rifling, extent of.—In a rifling case the answers to item 20 must be made in such manner as to indicate clearly the extent of loss, so that the proper amount of indemnity can be determined. For instance, if a parcel contained 12 dozen pairs of hose each of a different kind and price, and arrived at destination short 1 dozen pairs of hose, the statement of the addressee should indicate separately the kind and the price of the missing articles, as "1 dozen pairs hose, stock No. 777, at \$12 per dozen, total \$12, missing from parcel." If the missing articles were of several kinds and prices, the number of each kind and separate unit price thereof with total value of missing articles should be shown.

72. Designation of payee.—If the addressee names as payee a person or firm other than the one named by the sender in answer to item 12 of Form 3812, the addressee should be required to submit a written statement showing the reasons for his action.

73. Signature of addressee.—The instructions in articles 49 and 50 of this chapter concerning the signature of sender apply also to the signature of the addressee.

74. Address of addressee.—The address given must be that of the person or firm whose name appears on the parcel. When a representative of a business concern signs an application for indemnity, the address of the concern and not that of the representative must be entered.

Treatment of Damage Claims

75. In damage claims the answer to item 21 should definitely specify the kind and price of the damaged articles. In case doubt exists as to the extent of damage, the addressee should be required to bring the damaged article to the post office for examination, in order that the postmaster may

determine definitely whether the article can or cannot be satisfactorily repaired and, when repairable, to obtain the most reasonable estimate and proceed with repairs, if agreeable to claimant. In such instance suitable receipt shall be given to the person who surrenders a damaged article.

76. Certain articles usually repairable.—Vacuum bottles, casseroles, umbrellas, and other articles consisting of two or more parts are usually repairable, and when practicable postmasters should take steps to have repairs made.

77. Repairs made by addressee.—When an article is repairable, the addressee should have the repairs made, if agreeable to him and provided the work can be performed at a material saving to the Department, and should submit a receipted bill for the repairs, but should be informed that under any circumstances the indemnity payable for the total cost of repairs, including transportation charges and any other allowable items of expense, must not exceed the value of the article or the limit fixed by law for the fee paid at the time of mailing. If the postmaster at the office of address or the addressee ascertains from a dealer that a damaged article cannot be repaired, or if there is no dealer where the article is held who can make repairs, a statement to that effect should accompany the claim papers when sent to the designated paying postmaster. A damaged article must not be transmitted to the designated paying office unless the postmaster holding it is specially requested to do so, but should be held at his office pending instructions as to its disposition.

78. Repairs authorized by claimant.—Repairs to a damaged article should not be authorized by the postmaster unless the claimant has agreed thereto in writing. If the claimant desires to accept the amount of estimated cost of repairs and keep the damaged article, he shall file a statement to that effect. This statement shall be attached to the claim papers when they are forwarded to the designated paying office.

79. Articles not repairable at office where held.—(a) If the article is repairable but there are no facilities available at the office where held for making repairs, and if in the best judgment of the postmaster at that office the cost of preparing, transporting the article to the nearest large office for repairs, etc., would be greater than the possible amount saved, the postmaster should obtain from the sender or addressee a written statement showing the amount which he will allow if permitted to retain the article. Such statement should be attached to the Form 3812 and related papers, and be forwarded to the designated paying office.

(b) If in the best judgment of the postmaster at the office where a partially damaged article is held, a material saving to

the postal service can be effected, he should ascertain from the payee whether it will be satisfactory to have the article forwarded for estimate of repairs, and whether he desires repairs made and indemnity paid to repairman, or a cash settlement covering the cost of repairs, as ascertained. If agreeable to the payee, the postmaster at the office where the article is held shall transmit the damaged article by official registered mail, after packing and wrapping it most securely to prevent further damage, to the postmaster at the nearest large office where repairs can be made, provided that the insurance or c. o. d. fee was sufficient to cover the full value of the article.

NOTE.—If a fee sufficient to cover the full value of the article was not paid by the sender, the postmaster at the office where the article is held shall advise the sender or addressee that if the article is sent by official registered mail the indemnity will be restricted to the limit fixed by law for the original fee paid and suggest to the sender or addressee that he pay sufficient insurance fee and postage to send the partially damaged article by insured mail. The fee should be sufficient to cover the value of the article plus the transportation charges.

(c) The postmaster to whom the damaged article is sent should be requested to submit it to a reliable repairman and ascertain the cost of repairs and whether the article will thereby be restored to as good a condition as at the time of mailing. If the article can be repaired and restored to as good a condition as it was at the time of mailing for less than the value of the article, and within the limit for the insurance or c. o. d. fee paid, the postmaster shall either have repairs made and submit the bill therefor or merely secure an estimate of the repairs, whichever the claimant desires.

(d) If the article is repaired, the postmaster shall have the repairman securely pack and send the article by insured mail to the postmaster for delivery to the person designated by the claimant to receive it, the repairman prepaying the postage and fee and including such amounts in his bill of repairs if he so desires. Sufficient insurance fee should be paid to cover the actual value of the repaired article and not merely to cover the cost of repairs. If the article is not repaired, the postmaster shall securely pack it, make necessary endorsements, and forward it, by official registered mail, in accordance with directions of the claimant. The bill or estimate shall be attached to the claims papers.

(e) If there is any doubt as to whether the article can be satisfactorily repaired for less than the value of the article and within the limit for the insurance or c. o. d. fee paid, the postmaster at the office where the article is held shall send to the postmaster where the repairman is located a statement fully descriptive of the article and showing the nature of the damage, and shall request him to ascertain from the repairman

whether, in his opinion, the article can be restored to as good a condition as at the time of mailing for less than the value of the article and within the limit for the insurance or c. o. d. fee paid and to advise him accordingly.

80. Salvage values.—Frequently irreparably damaged articles possess considerable salvage value, and postmasters should endeavor to secure reasonable allowances for them from claimants, thereby reducing amounts of claims accordingly. Very often the amounts thus saved the postal service far exceed the amounts realized by dead parcel post branches from the sale of such matter. Care should be also exercised to see that allowances fair to the Postal Service are made by claimants in claims involving partial damage. Undamaged parts or portions of articles are frequently of more than nominal value. Sometimes indemnity in full has been paid and upon examination at dead parcel post branches it is found that comparatively slight damage was sustained. Had the postmaster made examination of the articles involved and brought the matter properly to the attention of the claimants, the partially damaged articles would doubtless have been accepted and claim filed only for the actual damage sustained.

DISPOSITION OF FORMS 3812

To Designated Paying Offices

81. Postmasters at all offices should exercise extreme care to see that completed claims for indemnity involving insured and c. o. d. parcels are transmitted to the postmasters at the designated paying offices. The claims papers should be likewise disposed of, even though the senders, addressees, or other persons interested in the claims have requested that the claims be canceled. Central accounting offices are designated as paying offices, except as follows:

Alaska.—Completed claims involving both insured and c. o. d. parcels mailed at post offices in Alaska shall be forwarded to the postmaster at Seattle, Washington.

Hawaii.—Completed claims involving parcels mailed at or addressed to post offices in Hawaii should be sent to the postmaster at Honolulu, if the payee is located in Hawaii. If the payee is located elsewhere in the United States, the claim papers should be transmitted to the postmaster at San Francisco, Calif.

Puerto Rico.—Completed claims involving parcels mailed at or addressed to post offices in Puerto Rico should be sent to the postmaster in San Juan, P. R., if payment is to be made in Puerto Rico. If payment is to be made elsewhere in the United States or its possessions, the claim papers should be transmitted to the postmaster at New York, N. Y.

Virgin Islands.—Completed claims involving parcels mailed at or addressed to post offices in the Virgin Islands should be sent to the postmaster at San Juan, P. R., if the payees are located in the Virgin Islands or Puerto Rico. If payment is to be made elsewhere in the United States or its possessions, the claim papers should be transmitted to the postmaster at New York, N. Y.

Washington, D. C.—Completed claims involving parcels mailed at Washington, D. C., should be sent to the postmaster at Washington, D. C.

To Department

82. Claims involving registered c. o. d. articles.—Claims involving the loss or rifling of, or damage to domestic registered c. o. d. mail shall be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

83. Claims involving the Canal Zone, naval vessels, etc.—Claims for indemnity covering insured mail exchanged with the Canal Zone, Guam, Tutuila, Manua, and other islands of the Samoan Group, shall be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for adjustment. Claims covering insured parcels mailed on or to United States naval vessels (except receiving ships permanently located at continental ports), shall be similarly disposed of.

TREATMENT AT PAYING OFFICE

Claims To Be Paid for Actual Loss

84. Claims for indemnity involving loss or rifling of, or damage to, insured or c. o. d. parcels shall be paid for the actual amount of loss, rifling, or damage within the limits allowable for the fees paid, and not necessarily for the limits of indemnity prescribed for the fees paid, regardless of the value of the articles lost, rifled, or damaged.

Discounts

85. When a trade discount has been allowed the addressee by sender, such discount should be deducted. Likewise when a time discount has been allowed and payment of indemnity is made before the expiration of the time limit specified in the discount, such time discount should be deducted. When a cash discount has been allowed, the cash discount must not be deducted unless the evidence clearly shows the sender also allows the postal service the amount of such cash discount.

Discount Claims

86. Particular care should be taken to see that indemnity in connection with claims filed by firms which have agreed to accept adjustment on a discount basis is paid in accordance with the terms of their agree-

ments and not on the figures representing the selling price. Failure on the part of postmasters to comply with article 25 of this chapter should be called to the attention of the postmasters at fault. However, continued failure to observe the article mentioned should be reported to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Where claims are received showing that firms have agreed to accept adjustment on a discount basis and a copy of the agreement has not been received the postmasters at the offices where such firms are located should be requested to furnish copies as provided by article 25 of this chapter.

Claims To Be Scrutinized

87. Paying postmasters are cautioned to scrutinize carefully each claim Form 3812, to see that all necessary answers to questions are made, and if the descriptions evidencing values and extent of loss, rifling, and damage are clear and complete, they shall issue check in payment.

Excessive Payment

88. In the event of payment in excess of the amount properly allowable, the amount of excess payment will be disallowed.

Claim Not Filed Within Time Limit

89. If the evidence shows that the claim or first complaint was not filed within 6 months from the date of mailing, and no explanation is submitted showing the cause of the delay the claimant should be requested to submit a statement showing why the claim was not filed within 6 months from the date of mailing. If no excuse for delay is offered the claim should be disallowed. If an excuse for delay is submitted, the claim should be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for decision.

Commercial Insurance Claims

90. Under the law all claims for indemnity involving insured or c. o. d. mail which is also insured with commercial insurance companies or other insuring agencies, will be adjusted by the Post Office Department on a pro rata basis as a co-insurer with the commercial insurance companies or other insuring agencies. For instance, if a claim is received on account of the loss of an insured or c. o. d. parcel which contained articles valued at \$100 and the parcel was insured for \$100 by a commercial insurance company or other insuring agency and by the Post Office Department for \$50, a total insurance of \$150, the liability of the Post Office Department would be limited to \$33.33, one-third of the value of the articles. Claims for rifling of, or damage to, domestic

insured and c. o. d. parcels will be adjusted on the same basis.

Some commercial insurance companies claim that their policies limit their liability for loss of mail matter to the value in excess of that covered by postal insurance. Postmasters should submit such claims, furnishing, if practicable, the terms of the insurance policies involved, to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for decision, as well as any other claims for domestic insured or c. o. d. parcels covered by commercial insurance in which any doubt arises as to the procedure to be followed, the proper amount payable the proper payee, etc.

Protests

91. When the paying postmaster receives a protest against the amount allowed in a particular claim which has been paid, the following procedure shall be complied with:

(a) If the papers in the claim have not been transmitted to the regional accounting office, the paying postmaster may consider the protest on its merits in connection with the facts indicated in the papers upon which adjustment was originally made. When payment of an additional amount is justifiable, a second check should be issued for the additional amount. All papers in the claim, including Form 3812 and any supplemental papers, must be transmitted to the regional accounting office. If the postmaster is unable to satisfy the claimant as to the correctness of the amount allowed, the claim papers should be submitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, together with detailed statements of both claimant and postmaster.

(b) When protest is received in a claim in which the papers have been sent to the regional accounting office, the letter of protest should be acknowledged promptly and transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, with such comment as may be deemed appropriate and a statement showing the claim number of the paying office, the amount of indemnity originally paid, the name of the payee, the month in which reported to the regional accounting office, and the sheet and column numbers on the schedule of payments.

(c) When protest is received in any claim which has been disapproved, and additional evidence is submitted, the paying postmaster may consider the protest and the additional evidence in connection with the facts indicated in the original papers and pay indemnity if payment is justifiable. If no additional evidence is submitted, or if additional evidence, together with the original evidence, is not considered sufficient to justify payment, the postmaster shall transmit the protest, together with all papers in the claim to the Bureau of

Finance, Division of Registered, Insured, and C. O. D. Mail, and advise the claimant to that effect.

Duplication or Replacement Through Postmaster

92. When a postmaster is in a position to duplicate or replace at a material saving a lost, rifled, or damaged article, that is, when the duplicate article or replacement may be obtained at a lesser cost than would otherwise be paid out in indemnity, such duplication or replacement should be made, provided that the claimant is willing to have the claim so adjusted and that the postmaster is certain that the duplicate article or replacement will be entirely satisfactory to the claimant. If and when an article is duplicated or replaced, the article should be adequately packed, appropriately endorsed, and sent by insured mail to the postmaster at the office where the person who is to receive it is located for delivery to that person. The person or firm by whom the article is duplicated or replaced may include the insurance fee and postage in the bill as a part of the cost of duplication or replacement.

Evidence of Loss

93. The failure of a sender to receive a return receipt requested for an insured parcel, or to receive payment from the addressee for the goods contained in an insured parcel, shall not be considered as evidence of loss of the parcel where it is impossible to obtain the declaration of the addressee. (See art. 115 of this chapter.)

Unordered Insured Parcels

94. Indemnity may not be paid for the loss or rifling of, or damage to, matter offered for sale contained in insured parcels addressed to prospective purchasers who have not ordered same or authorized their sending. Claims for indemnity involving the question as to whether the contents of insured parcels were ordered by or sent in accordance with the authorization of the addressees shall be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for attention.

Unordered C. O. D. Parcels

95. Indemnity may not be paid for the loss or rifling of, or damage to, the contents of c. o. d. parcels which have not been ordered by the addressees or sent in conformity with agreements between senders and addressees. Claims for indemnity involving the question as to whether the contents of c. o. d. shipments were ordered by the addressees or sent in conformity with agreements between senders and addressees, should be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for attention.

Claimants Advised of Approval or of Disapproval

96. Particular care should be exercised to see that claims are paid in the proper amounts. In every instance where the amount claimed is not allowed, or the claim is disallowed, the claimant should be appropriately advised of the reason or reasons for the amount allowed or the rejection of the claim.

Disapproval—Filing of Claim Papers

97. When a claim involving an insured or c. o. d. parcel is disapproved for any reason, all the papers connected with the claim should be carefully filed for future reference.

Notice of Payment

98. Paying postmasters are not required to notify the postmaster at the office of mailing or the postmaster at the office of address of the payment or disapproval of claims for indemnity. Postmasters at offices of mailing will close their records on receipt of notice from postmasters at offices of address that the claim papers have been sent to the proper paying office, and postmasters at offices of address will close their records when the claim papers are sent to the proper paying office. Postmasters should refrain from asking paying postmasters to furnish the disposition made of claim papers, unless inquiry regarding the status of the claim is made by the claimant or other interested party, in which cases the postmaster should so state.

Disposition of Irreparably Damaged Articles

99. When approving a claim for indemnity on account of irreparable damage to an article possessing probable salvage value, for which a claimant is to be paid the full value, the paying postmaster shall request the postmaster at the office where the article is held to transmit it to the proper dead parcel post branch for disposition, together with a statement of the facts in the case showing that the article is now the property of the United States. In such cases the article should be registered only when in the judgment of the postmaster the safeguards of the registry service should be accorded the damaged articles. Postmasters paying claims of this character shall complete the statement on the reverse side of Form 3812, showing that the damaged article has been disposed of as the property of the United States. Judgment should be exercised in the disposition of irreparably damaged articles for which indemnity is paid in full, and where any doubt arises as to salvage value, the articles should be transmitted to the proper dead parcel post branch. When such articles obviously have no salvage value they should be disposed of as waste.

Recovery of Article After Indemnity Is Paid

100. When an article on which indemnity has been paid is recovered, the paying postmaster shall recover the amount paid and charge himself with such amount in the spaces provided for that purpose on Form 3841-R, "Summary of Payments," sending therewith all correspondence in the case, together with a description of the article.

File Record of Claims

101. Three separate files shall be maintained: (1) A "sender" file, arranged alphabetically under offices of mailing; (2) an "addressee" file, arranged alphabetically under offices of address; and (3), a "follow-up" file. The first two files mentioned will serve as final records and prevent payment of duplicate claims, the one being a check against the other in case a card is misplaced in either. Each action taken or advice received in connection with a claim shall be recorded on one of the cards in the "sender" file. When a claim is paid, this card shall be endorsed with the amount, name of payee, and date of payment.

Abnormal Number of Claims

102. The sender and addressee files will serve to point out any undue accumulation of claims of loss, or rifling from any particular person, firm, or office. Where any abnormal accumulation is indicated involving loss or rifling, the facts should be reported to the inspector in charge of the division in which the person, firm, or office is located for investigation. The necessity for promptly making these reports to the inspector in charge for investigation in order to determine whether the claims are fraudulent cannot be too strongly emphasized. No hard and fast rules can be laid down as to the number of claims that must accumulate on one claimant before the facts should be reported. This is a matter that will have to be decided between the various postmasters and the employees of their offices engaged in the preparation or payment of indemnity claims. Clerks charged with filing index cards Form 3841-P should watch for claimants whose claims appear too numerous and report such instances to their supervisors. This will permit inquiry to be made as to the total number of insured or c. o. d. parcels mailed by the claimants and consideration of the question as to whether the ratio of claims to total mailings is abnormal. An abnormal number of damage claims may indicate that the sender is not packing his parcels properly, and the postmaster should take due corrective action. Instances of an undue number of claims based upon damage bearing on a particular post office or route should be reported to the general superintendent of the proper division of the Postal Transpor-

tation Service for investigation and preventive measures. Such reports should include details as to the number of parcels damaged, origin, dates of mailing, nature of contents, method of packing, and character and extent of damage to each. Special report should not be made of cases other than those which appear to be out of the ordinary, as distinguished from minor instances of damage liable to occur in the mails. Payments should be made in the usual manner without delay. When reporting the filing of an apparently abnormal number of claims for indemnity involving the loss or rifling of, or damage to, insured or c. o. d. parcels mailed by a particular individual or firm, the total number of parcels mailed by such individual or firm during a given period should be indicated in the report. Copies of postmasters' reports to inspectors in charge and general superintendents required by this article shall be furnished the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Financial Losses—Made-to-Order and Seasonable Goods

103. Financial losses resulting to claimants in consequence of the nondelivery, wrong delivery, or delay in dispatch, transmission, delivery or return of, or damage to, an article, as distinguished from cases where the contents of a parcel have been totally or partly lost or damaged, are consequential in their nature and claims therefor are not allowable. However, there are some articles, such as made-to-order garments, seasonable goods, eyeglasses made from an oculist's prescription, keys made for special purposes, etc., that may actually depreciate in value if unduly delayed. Postmasters at designated paying offices shall transmit all claims for indemnity of this character to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for attention.

Claims Involving Baby Chicks

104. Indemnity is payable on account of the outright loss of the whole or part of the contents of insured or c. o. d. shipments of baby chicks, or in case of death when the evidence shows that death is attributable to the fault of the Postal Service. However, a deduction may be made from the amount otherwise payable to cover what may be considered a reasonable death rate. Five percent of the contents of the parcel at the time of mailing is considered a reasonable deduction. For example, if claim is instituted on account of the loss of an insured or c. o. d. parcel which contained 100 baby chicks at the time of mailing, a deduction of 5 percent should be made and indemnity paid for the value of only 95 chicks. Claims for indemnity on account of the death of

baby chicks sent as insured or c. o. d. mail should be referred to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mails, for attention. It sometimes happens that chicks die in transit and the bodies are removed by postal employees, notation to that effect being made on the parcel. In every claim involving alleged rifling of such shipments, postmasters at paying offices should ascertain whether or not the parcel bore evidence showing that the bodies of dead chicks were removed by postal employees, and if such is the case the claim papers should be referred to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for attention.

Eggs for Hatching

105. When eggs for hatching are properly packed and endorsed as prescribed by chapter IV, article 38, indemnity is payable on account of the loss, rifling, or breakage thereof. When claims are made in connection with eggs for hatching received in a cracked or smeared condition, or on account of failure of the eggs to hatch as the result of alleged mistreatment in the postal service, the claim papers shall, upon completion, be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for attention.

Parcel Received by "In Care"

106. When the person, firm, or institution in whose care a supposedly lost insured parcel was addressed, or a person to whom the addressee's mail is customarily delivered, acknowledges receipt of the parcel, the claim should ordinarily be disapproved and the claimant advised that the matter is not one for adjustment by the Post Office Department. In case of doubt as to whether an insured parcel addressed "in care" of another was correctly delivered, the claim papers should be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail for attention.

Nursery Stock C. O. D. Shipments

107. Claims involving c. o. d. shipments of nursery stock which cover outright loss, rifling, or physical damage (not due to deterioration) should be adjusted by paying postmasters in the regular manner. Other claims for indemnity arising in connection with such c. o. d. shipments, upon completion, shall be transmitted by the designated paying offices to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for adjustment.

Improperly Packed or Not Endorsed

108. Except as provided in article 110 of this chapter, claims may not be approved in connection with parcels which contained eggs, or fragile and easily breakable articles

damaged in transit, or parcels which contained perishable articles spoiled before delivery, not stamped or endorsed "Fragile," "Eggs," or "Perishable," when the sender, after proper inquiry by the accepting postal employee, failed to state that the contents of the parcels were of a fragile or perishable nature.

109. Failure of shippers to pack properly or endorse appropriately.—Indemnity should not be paid for parcels containing articles received in damaged condition which were mailed by firms or other patrons customarily mailing a quantity of parcels, if such parties failed to endorse or pack the parcels properly after they had been furnished Form 5395, or other specific instructions, and it is apparent that the failure to comply with the instructions mentioned was the cause, or probable cause, of the damage sustained.

110. Failure to endorse not direct cause of damage or spoiling.—If a paying postmaster is satisfied in any case that the failure to endorse a parcel was not the direct or immediate cause of spoiling of, or damage to, its contents, he may pay indemnity, provided that the claim is otherwise regular in every respect.

Claims for Loss of Liquid and for Damage by Liquid

111. Indemnity may not be paid for loss of liquid enclosed in unsecured friction-top cans unless it is established that the loss was due to the fault of the postal service. Indemnity may be paid for damage to other matter enclosed with liquid, provided that the liquid was adequately packed and the outside container showed evidence of unusually rough treatment of the parcel, such as crushing, denting, piercing, or the like while it was in the custody of the postal service.

The same procedure should be followed in connection with similar claims involving powders, pastes, salves, etc.

Packing Misrepresented

112. Claims for indemnity involving damage to fragile articles or damage to (not spoiling) perishable articles should not be paid where the packing was inadequate and the sender deliberately or otherwise misrepresented the description of the packing of the contents.

Spoiling

113. Liability is not assumed by the department for the spoiling of perishable matter because of delays beyond the control of the postal service.

Indemnity may be paid on account of the spoiling of perishable matter, however, if all the requirements as to packing and endorsement were met and the matter spoiled as the result of a delay of more than 24 hours

directly chargeable to the fault of the postal service. For instance, if the evidence shows that a parcel containing perishable matter was mis sent or otherwise mistreated by a postal employee and such missending or other mistreatment was the actual cause of a delay in delivery of more than 24 hours, and the perishable matter was spoiled when delivered to the addressee, consideration may be given the claim with a view to the payment of indemnity.

Freezing, Melting, Etc.

114. Indemnity is not ordinarily paid on account of the freezing or melting of the contents of insured or c. o. d. mail, nor for any spoiling or deterioration directly due to the temperature to which such matter was subjected while in the custody of the postal service. However, any claims for indemnity of this character in which the evidence indicates that the spoiling or deterioration was due to the fault of the postal service should be referred to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Addressee's Declaration Not Obtained

115. Ordinarily postmasters are not authorized to pay indemnity claims on account of the alleged loss or rifling of, or damage to, insured parcels when the declaration of the addressee has not been obtained. However, if the evidence in a claim shows that proper efforts have been made to obtain the declaration of addressee but without result, the postmaster at the designated paying office may accept as equivalent evidence of loss, rifling, or damage a communication from the addressee reporting the loss, rifling, or damage; but when loss is involved the communication must be dated a reasonable time after the parcel should have been delivered in the ordinary course of mails. If such equivalent evidence cannot be promptly submitted, the Form 3812 and related papers should be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail. (See art. 93 of this chapter.)

Damage Before Dispatch

116. The designated paying office is authorized to adjust claims resulting from damage to parcels which become so damaged before dispatch as to require withdrawal from the mails and restoration to the sender, without reference of the claim papers to the postmaster at the office of address.

Evidence To Be Complete

117. The evidence of value and extent of loss, rifling, or damage is of the utmost importance. Before approving claims, desig-

nated paying postmasters must assure themselves that the evidence meets the requirements of these instructions, that the amounts claimed are reasonable, and in line with current market prices, and that the fees paid cover such values. When doubt exists as to the correctness of amounts claimed, the postmaster should call upon one or more reliable dealers for counsel.

Watches

118. In considering claims involving watches, particularly used watches, and the determination of the amount of indemnity to be paid, paying postmasters should, when necessary, consult reliable jewelers and be guided by the information obtained. If and when it is considered advisable, the papers covering such claims should be sent to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Values, Precedent File

119. Postmasters should obtain, whenever practicable, catalogs, booklets, etc., which show price lists of standard articles, such as watches, jewelry, furs, firearms, machine parts, automobile accessories, etc. Information obtained from time to time from local dealers should also be recorded. Such information will serve as a guide in enabling designated paying offices to determine whether the values claimed are reasonable, and frequently will permit adjustment of claims without the necessity of returning the claim papers to other offices involved for additional information substantiating the values claimed.

Deductions for Depreciation and Repairs

120. Deductions from the market values at the time of mailing should be made:

(a) For the estimated cost of any repairs that an article needed at the time it was mailed.

(b) For the amount of depreciation from market value at the time of mailing, in case the article had depreciated in value on account of use or wear previous to being mailed.

(c) For both needed repairs and depreciation on account of use or wear, when a used article needed repairing and had depreciated on account of use or wear previous to being mailed.

Postage

121. (a) Claims for indemnity for postage paid on lost parcels, or on parcels the contents of which were totally damaged or entirely missing, will be allowed, in addition to the proved claimed value of the article or articles, provided the combined amount does not exceed the total amount payable for the fee paid on the parcel at the time of mailing. Indemnity will not be

paid for postage if not claimed. If the amount claimed for postage exceeds that stated in the declaration of the mailing office, claim for postage should be allowed for the amount stated in the declaration of the mailing office. Claim for special-delivery fee, the special-handling charge, or the fee paid for a return receipt may also be allowed in cases of outright loss (disappearance of the parcel). The insurance or c. o. d. fees must not be included.

(b) Claim for refund of the return postage paid on a parcel which was refused because of its damaged condition and returned after examination by the postmaster had disclosed only partial damage to the contents may be allowed. Claim may also be allowed for refund of the postage paid on a duplicate shipment made in such a case. In either instance the insurance or c. o. d. fee must not be included. (See ch. XXII, art. 74 (a), as to method of refunding postage.)

Sales Tax

122. The Federal or State sales tax on merchandise lost or irreparably damaged may be allowed, when claimed, within the limit prescribed for the fee paid, in all claims involving insured mail, and those involving c. o. d. mail which was delivered to the addressee. In claims involving c. o. d. mail which was lost or not delivered to the addressee for any reason, the Federal or State sales tax on articles lost or irreparably damaged is not allowable, and claimants should be so informed. Claimants should also be advised that they may take up with the Bureau of Internal Revenue, Treasury Department, Washington 25, D. C., or the proper State official, the matter of recovering the amounts of Federal or State sales taxes paid by them on the contents of c. o. d. parcels when such taxes cannot be allowed as indemnity. In any claim for partial loss of, or partial damage to, either insured or c. o. d. parcels, where it is necessary to replace or repair the articles lost or damaged, any Federal or State sales tax paid on such replaced or repaired articles may be allowed within the limit of indemnity fixed for the fee paid.

Money Order Fee

123. Where senders deduct the money order fee from the usual sale price of an article sent c. o. d., the sale price to the addressee shall be considered as the actual value. Money order fees paid for the return of c. o. d. changes are not part of the market value of the merchandise involved.

Transportation Charges on Articles Duplicated or Repaired

124. (a) When an insured or c. o. d. parcel is received with a part of the articles

irreparably damaged or rifled, or when partial damage has been sustained, the actual and necessary transportation charges involved in making a duplicate shipment of the irreparably damaged or rifled article or articles or in transporting the partially damaged article or articles to be repaired and after repairs have been made, may be allowed; provided that the total amount allowed does not exceed that covered by the fee paid. The amount of insurance fee or fees involved in transporting partially damaged articles for repairs and after repairs have been made, when claimed, may be allowed as a part of the cost of repairs, and, when claimed, such item or items should be listed separately and included in the bill for repairs. The amount of insurance fee involved in duplicating irreparably damaged or rifled articles is not allowable, except where a special discount has been made from the selling price to addressee and the total amount claimed does not exceed that which would otherwise be payable.

(b) If the article is so constructed that it becomes necessary to return it to the sender, or to send it to some other person or firm for the purpose of having it repaired, the charges for transporting the article for that purpose and return after repairs have been made, including the insurance fee or fees, may be allowed as a part of the indemnity, when claimed.

(c) If the lost or damaged article or articles were a part of a set and replacement is made in order to restore the set to as good a condition as at the time of mailing, claim for both the postage and insurance fee paid on the article or articles replaced may be allowed.

(d) If an article is replaced by a person or firm other than the sender at a saving to the Department, claim for both postage and insurance fee may be allowed.

Fraudulent Claims

125. Postmasters at designated paying offices shall transmit claims involving insured and c. o. d. mail thought to be of a false or fraudulent nature, together with all papers and a full statement of the facts, without action, to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

Duplicate Payments

126. If a postmaster makes a duplicate payment which cannot be recovered, he will be held responsible and the amount will be charged back in his postal account.

Payment To Be Expedited

127. Paying postmasters should not delay payments by returning claim papers to other offices on account of minor omissions which do not affect the validity of the claims. In such cases payment should be made and

proper notice of the omission sent to the postmaster at fault.

Agent's Commission

128. The amount of agent's commission, as distinguished from the amount of deposit by the addressee on the contents of a c. o. d. parcel, included as a part of the charges thereon, usually involved in shipments by mail order companies, is not allowable.

Deposit by Addressee on Contents of Parcel

129. (a) When a deposit has been made in advance by the addressee with the sender on the contents of a parcel, and the declaration of addressee has been obtained, the amount of such deposit should not be deducted. However, in claims for indemnity of this kind, where the addressee cannot be located, and the sender has not made adjustment with the addressee for the amount of deposit, either by refunding the amount or making a duplicate shipment, the amount of deposit should be deducted. Claims of this character should not be paid until it has been definitely ascertained from the senders through the mailing postmasters that adjustment has not been made with the addressees for the amount of deposit paid.

(b) When a deposit has been made by the addressee with an agent of the sender, which amount is not transmitted to the sender but accrues to the agent as his commission for obtaining the order, the amount of such deposit should not be allowed to sender. In instances of this kind, when the original shipment is lost and a duplicate shipment is not made, and the addressee claims the amount of his deposit, such claims should be adjusted by allowing the addressee the amount of his deposit and the sender the difference between the selling price to addressee and the amount of deposit paid by the addressee to, and retained by, the sender's agent. Before paying claims of this kind, however, effort should be made to have the addressee accept duplicate shipment, in which event the amount of the deposit should not be allowed to either the sender or addressee.

(c) When a deposit has been made by the addressee direct to the sender and the original shipment is lost, and a duplicate shipment is not made, and the addressee claims the amount of his deposit which has not been refunded, the claim should be adjusted by allowing the addressee the amount of his deposit, and the sender the difference between the total amount of indemnity allowable and the amount of deposit paid by the addressee.

Articles Repaired by Senders

130. When the contents of a parcel are the property of the addressee and had been repaired, cleaned, or laundered, by the sender, care must be exercised not to allow

indemnity in excess of the actual value of the contents of the parcel at the time of mailing. Indemnity is not payable for the value of the contents plus the cost of the services performed by the sender, unless by reason of such services the contents were actually enhanced in value. Claims of this kind must show whether the sender is claiming indemnity only for the cost of his services, the difference between such amount and the actual value of the contents to be paid to the addressee, or whether the sender is claiming the full amount allowable, settlement having been made by him with the addressee. For example, the contents of the parcel consisted of a gold watch, which had been repaired by sender at a cost of \$7.50. The value of the watch in repaired condition when mailed was \$35. In the event of loss, indemnity would be payable in the sum of \$35; and if the sender was claiming only the amount of his repair work, the addressee would be entitled to \$27.50 representing the value of the watch when originally mailed by him to the sender for repairs.

Value, Not C. O. D. Charges, Payable

131. Frequently the amount of c. o. d. charges called for on a parcel is greater or less than the actual value of the contents. In case of the loss or rifling of, or damage to, such shipments, the senders are entitled to the actual value of the contents of the lost article or of such portion as was rifled or damaged within the limit fixed for the fee paid, instead of the amount of the c. o. d. charges.

Money Order Issued

132. When the claim papers show that a money order was issued for the correct amount in payment of the charges on a c. o. d. parcel and no loss was sustained, the sender should be advised of the particulars of the money order, the case closed, and the papers filed. If the money order was lost the issuing postmaster should execute an application for duplicate.

Shortage in Remittance

133. When a claim for indemnity involves failure of sender to receive full amount of charges and the postmaster at the office of address collected and remitted the amount of charges shown, the sender having entered a wrong amount on the c. o. d. tag, the claim should be disapproved and the sender so advised. If the postmaster at the office of address collected the proper amount of charges as called for on the parcel but through error entered an erroneous amount on the money order, the matter should be referred to the Bureau of Finance, Division of Money Orders, for adjustment.

Delivery Without Collection

134. When a claim involves a c. o. d. parcel which has been delivered without collection of the charges and the postmaster at the office of address is unable to make collection from the addressee, or the parcel was delivered and the addressee states the charges were paid to the delivering postal employee but the postmaster at office of address has no record of payment, the claim should be approved for the amount of c. o. d. charges, regardless of the value. Claims for indemnity of this character should be paid, whether or not they are instituted within 6 months from the dates of mailing of the parcels.

Failure To Obtain Declaration of Addressee in Loss Claims Involving C. O. D. Parcels

135. When the "Declaration of Addressee" has not been executed in a claim for a lost c. o. d. parcel, and the postmaster at the office of address has no record of its receipt and has reported he cannot locate the addressee, and the addressee's present address is unknown, and the sender is unable to furnish the addressee's present address, the claim for indemnity should be treated as one involving loss and approved for the value of the contents, plus postage if claimed, and the certificate on the reverse side of Form 3812 executed to show that the "Declaration of Addressee" is waived.

Failure To Obtain Declaration of Addressee in Rifling and Damage Claims Involving C. O. D. Parcels

136. When the declaration of addressee cannot be obtained in a claim involving alleged rifling of, or damage to, the contents of a c. o. d. parcel, and the sender submits a communication from the addressee showing the amount of rifling or damage sustained, such evidence may be accepted and the claim approved, and the certificate on the reverse side of Form 3812 executed to show that the "Declaration of Addressee" is waived.

Wrong Delivery of Insured or C. O. D. Mail

137. When claims are received indicating that the parcels had been delivered in violation of existing postal instructions, the claim papers should be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for appropriate attention.

Unadjusted Claims

138. Claims for indemnity involving the loss or rifling of, or damage to, insured and c. o. d. parcels which remain unadjusted at the expiration of 6 months from the dates of institution, should be transmitted to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, provided there is no immediate prospect of adjustment.

Method of Payment

139. Payment of indemnity shall be made by means of checks drawn on the Treasurer of the United States. As no provision has been made on such checks for the insertion of the particulars of the insured or c. o. d. parcels involved, it will be necessary in certain cases to transmit with the checks identification slips (Form 3841-T), showing the names and addresses of addressees or names and addresses of senders, as the case may be, in order to enable the payee to properly credit the amount. Form 3841-T should be completed and enclosed with the checks in those cases where claimants have filed a number of claims and have not assigned claim numbers thereto. Where claimants have assigned numbers to their indemnity claims no identification slips are necessary, but such claim numbers should be entered in the lower left corner of the checks in the space provided for that purpose. Where the claimant has filed but one claim, an identification slip should be enclosed with the check, but need not be completed to show by whom or to whom the parcel was mailed.

Claiming Credit for Disbursements

140. Paying postmasters shall take credit for disbursements on account of indemnity in their postal accounts. Form 3812 and all other papers in the claim must accompany the account to the regional accounting office in support of the disbursements indicated. (See art. 142 of this chapter.)

UNDELIVERABLE TREASURY CHECKS

141. When a check drawn on the Treasurer of the United States is returned to a disbursing postmaster because it is undeliverable, every effort should be made to locate the payee by inquiry of the postmasters at the offices of mailing and address of the article covered by the claim for which the check was issued. If delivery cannot be made within 6 full months after the last day of the month of issue, the check should be transmitted to the General Accounting Office, Claims Division, for safekeeping and lawful disposition. When Treasury checks are returned because of no payment due, error in amount or name of payee, etc., during the month in which drawn and before sending to the regional accounting office the "Monthly statement of depository checking account" (Form 1855) and the "List of Treasury Checks Issued" (Form 1854), they should be marked "Void," no credit being taken therefor. If returned to the postmaster in any succeeding month and after Forms 1855 and 1854 have been sent to the regional accounting office, the check should be marked "Canceled," and listed on Form 1855 under the head of "Canceled checks." Void, canceled, and spoiled

checks should be forwarded to the regional accounting office with the "Monthly statement of depository checking account" (Form 1855).

REPORTS

To the Regional Accounting Office

142. The original and one copy of the "List of Treasury Checks Issued" for indemnity payments on Form 1854 shall be sent to the regional accounting office promptly at the close of each month.

At the close of each quarter a recapitulation of the indemnities paid for insured and c. o. d. parcels shall be separately stated on Form 3841-R in triplicate; the original and one copy of this recapitulation together with Forms 3812 and other supporting papers on claims paid shall be submitted in support of A/C 421 of the quarterly account.

To the Bureau of Finance

143. The postmaster at each designated paying office, at the close of each month, shall forward a report on Form 3848-T (which is furnished without requisition) to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, furnishing certain information concerning the receipt and disposition of claims for indemnity for insured and c. o. d. articles called for on the form.

WHEN IN DOUBT AS TO PROCEDURE

144. When in reasonable doubt as to the procedure to be followed in connection with the treatment of either insurance or c. o. d. claims, the matter should be submitted, together with all evidence, to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, for instructions.

CHAPTER XV

Postage Stamps and Other Stamped Paper

Art.

1. Validity.
2. Protection.
6. Kinds and denominations.
10. Use of stamps.
16. Sale.
22. Stamped envelopes.
48. Air letter sheets.
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Art.

57. Quantities supplied.
58. Stock packing.
62. Requisitions.
82. Distribution by central accounting offices.
88. Individual fixed credits.
89. Return of stamp stock for credit.
92. Redemption.
100. Stamp schedules.

VALIDITY

1. All postage stamps, stamped envelopes, and postal cards, issued by the United States since 1860 are good for postage in the United States, Alaska, Canton Island, Guam, Hawaii, Puerto Rico, Tutuila, and Manua and other islands of the Samoan group east of longitude 171° west of Greenwich, Virgin Islands of the United States, overseas Army-Air Forces and Navy post offices, as well as all United States naval vessels and any other place to which the United States domestic mail service operates, except the Panama Canal Zone where special Canal Zone issues are used.

Postage due, special delivery, and special handling stamps, mutilated or defaced stamps, documentary internal revenue, migratory-bird hunting, U. S. savings and thrift stamps, and stamps cut from embossed stamped envelopes or from postal cards are not good for postage.

PROTECTION

2. The law provides that: "Each postmaster shall be held accountable for all * * * stamps and envelopes furnished to him."

The best available protection must be given postage stamps and other stamped paper. Where the storage facilities at hand offer different degrees of security, the stamps of higher denominations should be kept in the safest place. Where safes are

provided containing burglar proof inner compartments, all stamps should be kept in these inner compartments so far as practicable.

Ordinary iron safes with combination locks are not burglar proof. Post office safes should therefore not be relied upon for protection, unless rated by the manufacturer as burglar proof.

During business hours money and postage stamps must be kept in places inaccessible to the public and concealed from view.

Removal to More Secure Place Than Post Office

3. Postmasters should confer with the local police authorities and request that special watch be kept of the post office at night. If the post office is not sufficiently safe, postage stamps above one week's average supply should be removed to a more secure place, in accordance with chapter XXII, article 5.

Postmasters are held personally responsible for the loss of stamps and funds which have not been given the best available protection.

Storage of Cards and Envelopes

4. Postal cards and stamped envelopes need not be removed to a more secure place than the post office, since owing to their weight and bulk they are rarely taken by burglars. They must, however, be kept in locked receptacles or storage rooms accessible only to the postmaster or employee who is responsible for the custody of the stock.

Care of Stamp Books in Post Offices

5. Stamp books must not be stored with stamped envelopes and postal cards, but shall be given the same special protection required to be given adhesive stamps in sheet form. (See art. 2 of this chapter.)

KINDS AND DENOMINATIONS

6. Postage stamps of the various kinds are available in the following denominations:

Ordinary— $\frac{1}{2}$, 1, $1\frac{1}{2}$, 2, 3, 4, $4\frac{1}{2}$, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 30, and 50 cents; and 1, 2, and 5 dollars. All of these, except the $\frac{1}{2}$ cent and the 1, 2, and 5 dollars, are also available precanceled, on special order in minimum lots of 500,000 of a given denomination.

Air mail—6, 8, 10, 15, 25, and 80 cents.

Special delivery—10, 15, and 20 cents.

Special handling—10, 15, and 20 cents.

Postage due— $\frac{1}{2}$, 1, 2, 3, 5, 10, 30, and 50 cents; and 1 and 5 dollars.

Stamp Books

7. Books of postage stamps are issued containing: 24 1-cent; 12 2-cent; 24 2-cent; 12 3-cent; 24 3-cent; 12 6-cent air mail; and combination of 24 1-cent and 24 2-cent in one book.

Such books are charged to postmasters and sold to purchasers at their postage value plus 1 cent for each book.

Coiled Stamps

8. Coils of postage stamps are available as follows:

1-cent, $1\frac{1}{2}$ -cent, 2-cent, and 3-cent in coils of 500 and 1,000 coiled sidewise or endwise, and in coils of 3,000 coiled sidewise; 4-cent, $4\frac{1}{2}$ -cent, 5-cent, 6-cent, and 10-cent in coils of 500 or 1,000 coiled sidewise; and, 6-cent air mail in coils of 500 coiled endwise. Precanceled stamps are coiled sidewise only and furnished in minimum lots of 250,000 of a given denomination.

Coils of stamps are charged to postmasters and sold to the public at the postage value of the stamps plus coiling charges of 3 cents per coil of 500, 6 cents per coil of 1,000, and 18 cents per coil of 3,000. Sidewise coils of 500 are in more general demand. The coils containing 3,000 stamps are available for stamp affixing machines or for stamp vending machines, but are not interchangeable because of different designs. Therefore, the requisition must state the type wanted. Air mail stamps in coils are arranged so as to operate properly in any vending machine using sidewise coils. End-

wise coils should not be requisitioned unless there is known demand therefor.

Commemorative Stamps

9. Commemorative stamps are temporary issues of postage stamps embodying pictorial and other special designs authorized in memory of certain historical events or personages. These stamps are kept on sale for a limited period only and are not intended to displace regular stamps of like denomination.

USE OF STAMPS

10. Ordinary and commemorative stamps are valid for postage on all classes of mail, and for special delivery, special handling, registry, insurance, and collect-on-delivery fees.

Special delivery and special handling stamps are valid only for special delivery and special handling fees, respectively.

Postage due stamps are valid only for the collection of unpaid and short paid postage on mail matter. Their sale to the public is prohibited by law.

Air mail stamps shall be used only on air mail, but they may also be used to pay special delivery, registry, insurance, or c. o. d. fees on mail which is sent by air.

High Denominations

11. Post office employees should encourage the public to use stamps of the highest denominations suited to the amount of postage required. Cooperation between post office employees and the public in the sale and use of stamps of the higher denominations will effect a large saving to the Government in the cost of producing, transporting, and canceling them, and will benefit the public in minimizing the number of stamps handled and affixed to mail.

Precanceled Stamps

12. Precanceled postage stamps may be used only by persons who have been given a permit to use them and only on matter mailed at the office where precanceled. Precanceled stamps above the 6-cent denomination, or lower denominations when the postage exceeds 6 cents, must be overprinted (or hand stamped) by the permit holders with their initials and the abbreviations of the month and year. Precanceled stamps so overprinted or stamped are acceptable for postage during the month designated, and up to and including the tenth day of the following month.

Precanceled stamps are good for the payment of postage on matter of the third and fourth classes, on second-class matter mailed at transient rates or the "per copy" rates for local delivery by letter carrier, and on post cards. Precanceled stamps may not be used

in payment of postage on letters or other first-class matter (except post cards) unless specially authorized in each case.

A person or firm desiring to use precanceled stamps shall make application to the postmaster at the post office where the matter is to be mailed. The postmaster, unless he has been otherwise specially authorized, shall submit the application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, for authority to issue such permits. Until such authority and instructions are received no postmaster shall issue permits.

No fee is required for permits to use precanceled stamps.

13. Not permissible on containers designed for reuse.—Precanceled stamps shall not be used for payment of postage on articles enclosed in boxes, bags, cases, or other containers specially designed for reuse in mailing. Postage on such articles must be paid by uncanceled stamps.

14. Misuse to be reported.—Postmasters shall carefully observe the use of precanceled stamps and shall promptly report to the Bureau of Finance, Division of Letter and Miscellaneous Mail, any irregularities in the use of such stamps coming to their attention, whether occurring at their offices or elsewhere. Postmasters are prohibited from selling or otherwise furnishing precanceled stamps to stamp collectors or to other persons or concerns not authorized to use such stamps.

15. Method of precanceling.—Where small quantities of precanceled stamps are used, special hand stamps for precanceling purposes are furnished postmasters. Where large quantities are used, an electroplate for precanceling purposes may be obtained by making requisition on the Bureau of Facilities, Division of Equipment and Supplies, the requisition to state the approximate number of sheets used during a year. The question of obtaining an allowance to cover the expense of having the precanceling done by a printing establishment with an electroplate should be taken up with the Bureau of Finance, Division of Stamps and Philately. (See arts. 12 and 57 of this chapter for precanceled stamps furnished on requisition.)

SALE

16. To prevent the spread of disease, stamps shall be handed to purchasers in such manner that the gummed surface will not come in contact with the ledge of the stamp window.

Receipts for Purchases

17. Postmasters, or clerks acting for them, shall sign receipts for money paid them for postage stamps and other stamped

paper, provided the receipts are prepared in advance by the purchasers and presented at the time of purchase.

NOTE.—The term “stamped paper” applies to adhesive stamps of all kinds, postal cards, air letter sheets, and stamped envelopes.

Oldest Stock on Hand To Be Sold First

18. In withdrawing stamps, postal cards, and stamped envelopes from stock for sale to the public, postmasters shall select the oldest on hand if in good condition. This will tend to prevent stock from becoming shopworn and unsalable. Damaged or soiled stamps or other stamped paper should never be offered for sale. Defectively printed or cut and incompletely perforated sheets of postage stamps shall be withheld from sale and returned for adjustment. District offices shall return such stock to their central accounting office; direct and central accounting offices shall return such stock to the Department. Postal employees shall not purchase defectively manufactured postage stamps for their own use.

Sale to Collectors

19. Postmasters should cooperate as far as practicable with local stamp collectors in the sale of stamps of selected quality for philatelic purposes. Many collectors desire blocks of stamps containing the plate number. These requests may be complied with, provided the plate number blocks are distributed on an equitable basis. Plate number blocks shall not be removed from a large number of sheets in advance. It is permissible, however, when breaking sheets for regular sales to save plate number blocks to meet the requests of collectors. Full sheets of commemorative stamps should be kept available as long as the stock lasts. In this connection, postmasters should requisition commemorative stamps and new issues of other stamps in quantities sufficient to accommodate local collectors as well as other patrons.

Philatelic Agency

20. All current and many discontinued varieties of stamps are carried in stock by the Philatelic Agency, Post Office Department, Washington 25, D. C., for the accommodation of collectors. The stamps are sold at face value. Mail orders must include return postage and registration fee. A list of available stamps may be obtained by addressing the Agency, enclosing a self-addressed, stamped envelope.

Unlawful Sale and Use of Stamps

21. Postmasters and other employees of the postal service entrusted with the sale or custody of postage stamps, stamped en-

velopes, air letter sheets, or postal cards, are prohibited by law from using them in the payment of debts or in making purchases; from selling them except for cash, or at a greater or less amount than face value or the price established by the Department; from selling them outside the delivery limits of the office where employed; and from inducing their purchase for the purpose of increasing compensation or allowances.

STAMPED ENVELOPES

22. A copy of the current price schedule of stamped envelopes (Form 3200) must be kept posted conspicuously in the post office, where it may be read by the public. The prices include delivery of the envelopes at any post office.

Numbers 5, 8, and 13 envelopes are the sizes most commonly used. Number 13 extra quality should be secured if only a single variety is kept for sale.

Stamped envelopes are furnished in white only.

Ungummed Envelopes

23. Numbers 5, 8, and 13 1½-cent envelopes are furnished with ungummed flaps when so requested. All precanceled envelopes are furnished ungummed.

Precanceled Envelopes

24. Precanceled envelopes of the 1-cent and 1½-cent denominations in size Numbers 5, 8, and 13 are sold for the mailing of third-class matter in bulk. Patrons desiring to use them must obtain a permit. They must not be sold to patrons who do not hold permits. Precanceled envelopes are supplied plain or printed in the solid face pattern. All precanceled envelopes are furnished ungummed.

25. *Precanceled by mailers.*—(a) *Permit required.*—Government stamped envelopes and postal cards may be precanceled by mailers who have been given a permit to do so. Persons desiring this privilege must make application therefor to the postmaster. The postmaster shall transmit the application to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

On receipt of the Department's authorization, the postmaster shall issue the permit to the applicant, but no such permit shall be issued before receipt of authority therefor.

(b) *Indicia required.*—The name of the post office and State, the permit number, and in the case of first-class mail, the date of mailing, together with such other indicia as is required on matter mailed at the bulk rate, shall be placed by the mailer on each envelope and card in the upper right corner of the address side. The return card of the mailer should be placed in the upper left corner of the address side.

(c) *Separation required.*—To facilitate the handling of Government postal cards and matter mailed in Government stamped envelopes precanceled by the mailer, persons and concerns accorded this privilege shall face the mailings, and shall also separate them according to States and cities when in sufficient quantity to make such separation advantageous to the mailer and the Postal Service.

NOTE.—For conditions under which mailers may affix precanceled stamps to first-class matter, apply to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

Extra Quality Stamped Envelopes

26. Extra quality envelopes are made from a superior grade of paper suited to fine stationery. Owing to their higher tensile strength, extra quality envelopes are recommended for heavy and bulky enclosures. Extra quality envelopes are available in sizes No. 5, 7, 8, 9, and 13.

All sales of ordinary stamped envelopes in quantities less than 250 shall be made from extra quality stock. Standard quality envelopes, including window and precanceled, shall be sold only in lots of 250 or multiples thereof.

Window Envelopes

27. Window envelopes are of decided advantage to business houses as they are ready for use without either stamping or addressing. The instructions in chapter IV, article 44, govern their use.

28. *Size and position of window.*—Windows in Nos. 5, 7, and 8 envelopes are 1½ inches wide and 4¾ inches long and are located ¾ inch from the left edge and ½ inch from the bottom; in the No. 13 the window is the same size but is located 1 inch from the left edge and ½ inch from the bottom. The window in the No. 6 is 1¼ inches wide and 4 inches long and is located ⅝ inch from the left edge and ¾ inch from the bottom. Postmasters should not submit requests for envelopes with windows of different size or in other position than here specified.

29. *Return cards.*—All window envelopes, including window stamped envelopes, must bear the return card of the sender, which should include:

(a) Name of sender.

(b) A definite address, street and number, when the post office is one having city delivery service, or post office box number. (The mere name of a building will not suffice for the street address, but may be printed in addition to it.)

(c) Post office and State, including the delivery zone number where that system is in use.

Window envelopes not conforming to the foregoing, as well as to other requirements prescribed by chapter IV, article 44, are unmailable.

Office Request Envelopes*(Temporarily discontinued)*

30. Stamped envelopes with blank return cards, known as "office request" envelopes, are furnished for sale in post offices. The return card includes blank lines for the insertion of the user's name and street address, or rural route and box number or post office box number; and the names of post office and State are printed, thus:

After ----- days, return to •

AARON, GA.

(For rural delivery patron)
After ----- days, return to

R. R. No. -----, Box No. -----
AARON, GA.

Office request envelopes are furnished in three sizes only: Nos. 5, 8, and 13, and in denominations of 1 cent and 3 cents. They are furnished in extra quality white paper only. Air mail envelopes and window envelopes are not furnished in the office request style.

The use of "office request" stamped envelopes by patrons who purchase envelopes in small quantities should be encouraged by postmasters. Their use facilitates the prompt return of undeliverable letters to the senders when the return card is completed, and encourages the general use of return cards on other mail.

Printed (Special Request) Envelopes

31. Quantity printed.—The purchaser's return card will be printed by the Department on stamped envelopes when so ordered in lots of 500 or multiples of 500 of any given size, kind, or denomination. The return card shall consist of a request to return after a given number of days, followed by the purchaser's name and street address, or rural route and box number or post office box number, and the names of post office and State, including delivery zone number where that system is in use. Any matter not needed to secure the return of undeliverable letters to the writer will not be printed by the Department. Return cards are not printed on postal cards by the Department.

32. Matter which may be printed on stamped envelopes by Department.—No advertisements or special devices of any kind or names of addresses will be printed on stamped envelopes by the Department. The matter to be printed is limited to a request to return after a given number of days; the name of the purchaser (individual, firm, institution, or organization; the rural delivery route, post office box number, or street address, or the names of intersecting streets or roads in outlying districts without street numbers, specifying which corner); and

the name of post office or branch post office, delivery zone number, and State. Any portion of the foregoing may be omitted, if desired, except the name of the post office and State and, if the post office has carrier service, the local address of the purchaser. The name of a branch post office or of an independent station may be substituted for that of the principal post office at the option of the purchaser. The name of a building may be included in the return card if the room number and street address are given. Although it is preferred that all return cards include the sender's name, the latter may be omitted if the number of the purchaser's post office box or drawer or the street address is included. Post office box number and street address will not be printed in the same return card on Government stamped envelopes. The return request shall be worded "After ----- days, return to," the number of days to be not less than 3 nor more than 30.

33. Names, titles, etc., which disclose nature of business.—A name indicating or incidentally disclosing the nature of the purchaser's business or vocation may be printed on stamped envelopes if the postmaster certifies in writing on the requisition therefor that such name is used under corporate charter, copartnership agreement, or other articles of organization, or that it is the name under which the purchaser is actually doing business with the public.

When firm names, such as Washington Drug Co., R. S. Boyd Coal Co., etc., incidentally disclose the nature of the business, the postmaster shall satisfy himself by investigation that the names are bona fide, and shall endorse the requisition with the wording "Firm name," "Incorporated," etc. When the nature of the business is merely associated with the name of the purchaser, as "Brown's Garage," "Hall's Grocery," etc., or where such names as "The Flower Store," "The Style Shop," etc., are used, the postmaster shall satisfy himself that all letters and checks are so signed and shall endorse the requisition with the wording "Firm name included in all signatures to letters and checks." Postmasters will be held responsible for careless and perfunctory endorsement of such requisitions.

The name and title of an officer of a firm, institution, or organization may be printed when so desired; for example, "John Smith, Treasurer, Washington Educational Association."

Such titles as "M. D.," "D. D. S.," "Rev.," "L. L. D.," etc., may be printed when they are clearly for the purpose of identification and not for advertisement. "Words like "lawyer," "dentist," "physician," "jeweler," etc., descriptive of business or profession, are construed to be advertising and will not be printed.

The name of a branch or department of the purchaser's business may be printed only when other branches or departments are located at the same post office address, making such printing necessary to insure the return of undeliverable letters to the writer. When the name of such branch or department is included in the return card, the postmaster shall explain in writing the necessity therefor.

34. Where purchases must be made.—Special request envelopes shall be purchased and delivered only through the post office or branch to which the return card directs their return. Exception is made to this requirement when a postmaster can certify on the face of the requisition that all envelopes will be mailed where purchased and only undeliverable letters returned to the office named in the card.

35. Type used in printing.—Only one kind of type is used, and it permits a maximum of 47 spaces per line.

36. Styles of return cards.—The styles of return cards are as follows:

For first-class mail—

After 5 days, return to*

JOHN DOE

1234 5th Street

New York 8, N. Y.

For third-class mail—

After 5 days, return to

RICHARD DOE

678 9th Avenue

Chicago 12, Ill.

Return postage guaranteed.

RICHARD DOE

678 9th Avenue

Chicago 12, Ill.

(Use above form if sender does not desire return of undeliverable mail which is not of obvious value.)

37. Abbreviations.—The name of the post office or branch post office shall be spelled in full, and the names of States may be abbreviated only as they appear in the Official Postal Guide.

38. Copy of return card attached to requisition.—All requisitions shall be accompanied with a legible copy of the return card desired. If obtainable, a printed letterhead or business card of the purchaser with extraneous matter deleted should be attached to his first requisition.

39. Omission of return request.—Requisition for 1½-cent, 2 cents, and precanceled envelopes intended for enclosing third-class matter must include the pledge "Return postage guaranteed," if the request line is included.

When envelopes are desired for local use at a post office not having city, village, or rural delivery service, the guarantee pledge

*Request line may be omitted.

will be omitted if the requisition is endorsed "For first-class mail only," or otherwise indicates that the envelopes are to be used for first-class matter at the drop letter rate.

If a return request is desired, it must be written in as instructed on the requisition forms.

40. Requisitions for special request envelopes.—Postmasters shall make requisitions for special request envelopes direct to the Bureau of Finance, Division of Stamps and Philately, on Form 3202 for first-class offices and on Form 3202-D for district offices, promptly upon receiving orders therefor. All orders shall be subject to acceptance by the Department.

41. Advance deposits.—The postmaster shall require the purchaser to deposit with his order the difference between the selling price of the envelopes and the postage value thereon, and shall collect the postage value when the envelopes are delivered to purchaser. A receipt on Form 3202-A shall be given the purchaser for advance deposits on stamped envelopes. The purchaser should withdraw special request envelopes from the post office promptly upon receipt of notice from the postmaster that the envelopes have arrived.

42. Disposition of funds.—The postmaster is held accountable for advance deposits upon orders for stamped envelopes in the same manner and to the same extent as for other receipts of the post office. Advance deposits shall be held in the trust fund until the envelopes are received from the Department. Upon delivery of such envelopes to purchasers, postmasters at first-class offices shall include both the postage value and the advance deposit with the proceeds from the sale of other stamp supplies in the next deposit of postal funds.

District postmasters shall, promptly upon receipt of special request or office request envelopes, make immediate remittance of their invoice value, to the central accounting postmaster, with a letter of transmittal on Form 1208. For this purpose district postmasters may temporarily withdraw cash from fixed credit funds pending delivery of envelopes to purchaser and collection of the balance due.

43. Rejected special request envelopes.—When return-card stamped envelopes are rejected by the purchaser because of misprint or error in the card, because of wrong denomination, size, color, quality, or variety of envelopes, or because of defective manufacture, at direct and central accounting post offices, the postmaster shall immediately submit a letter of explanation to the Bureau of Finance, Division of Stamps and Philately, giving the date of the Department's invoice, and hold the envelopes in the post office for instructions. If addi-

tional envelopes are desired the report shall be accompanied with a new requisition on Form 3202, endorsed "To replace rejected envelopes invoiced (date)."

District postmasters shall return such rejected return-card stamped envelopes to their central accounting postmasters with a letter of explanation, including the date of the Department's invoice. A new requisition on Form 3202-D, endorsed "To replace rejected envelopes invoiced (date)" shall be sent to the Bureau of Finance, Division of Stamps and Philately, if replacement is desired. The central accounting postmaster shall submit a report thereof to the Department and hold the rejected envelopes for instructions.

44. Redemption of rejected envelopes.—When responsibility for the furnishing of rejected return card stamped envelopes rests with the Department, redemption shall be made at the invoiced value of the envelopes. If the error was made by the purchaser, redemption shall be made at postage value only. If the postmaster is responsible for the error he shall be given credit in his account at postage value only, but shall allow the purchaser full value in redemption.

45. Mispacked special request envelopes.—When mispacked return-card stamped envelopes (those bearing the card of another purchaser) are received in a shipment by a direct accounting postmaster, he shall report the matter by letter to the Bureau of Finance, Division of Stamps and Philately, giving date of invoice, description of the mispacked envelopes, and stating whether they are in lieu of or in excess of those invoiced, and shall hold the mispacked envelopes for instructions. District postmasters who receive mispacked envelopes shall forward them immediately, with a letter of explanation, to their central accounting postmasters, who will make a report thereof to the Department and hold the envelopes for instructions.

Postmasters shall not send stamped envelopes, printed or unprinted, to the United States stamped envelope agent without authority from the Department.

Air Mail Envelopes

46. Stamped envelopes of the distinctive pattern approved for air mail use only and bearing an embossed stamp of special design are furnished in sizes No. 8 and 13, printed and unprinted, in standard quality white paper only.

Excess From Sale of Stamped Envelopes

47. Excess consists of the gain which accrues in fractions of a cent from the sale of envelopes singly or in odd lots and may be ascertained, when inventory is taken, by deducting the amount for which the postmaster is accountable from the amount of cash received from the sale of stamp stock

since the previous inventory. Excess accruing in fixed credits may be determined by deducting the amount of the fixed credit from the total value of stock and cash on hand at the time of inventory.

Rural and star route carriers shall account to the postmaster daily for excess when the fixed credit is replenished.

Postmasters shall account for excess in the quarterly postal account.

AIR LETTER SHEETS

48. Air letter sheets printed on light blue paper measuring over-all 8½ by 12 inches and bearing a printed 10 cent postage stamp and air mail markings are furnished for transmission by air mail to all foreign countries.

The sheet is so designed that when folded in accordance with printed instructions on the lines of scoring an envelope effect is produced measuring approximately 3¾ by 5¾ inches with an outer border of red and blue parallelograms. The words "Via Air Mail" and "Par Avion" appear in two lines directly under the stamp. In the upper left corner are three blank lines for the return address, under which are printed the words "Air Letter." Air letter sheets are sold at their face value of 10 cents each.

Messages are to be written on the inner side of the sheets. Enclosures or attachments are not permitted. This includes tape of any kind which might be used for sealing, and stickers used as address labels or return cards. If anything is enclosed or attached the articles will be sent by surface means. Air letters will be given all available air service to the countries of destination. They may not be sent as registered mail.

Air letter sheets are furnished to postmasters in stock packings of banded packages of 100, boxes of 500, and cartons of 5,000 sheets each.

Air letter sheets may be manufactured by private individuals or firms for sale to the public without postage, provided that they comply with the Department's requirements as follows:

Air letter sheets must average a minimum of 150 sheets to the pound. It is recommended that the size be approximately 12 by 8½ inches unfolded including the flap, and 5¾ by 3¾ inches folded. The quality and strength of the paper must be sufficient to guard against the likelihood of damage in the course of postmarking and handling, and to assure that the writing on the inner side will not interfere with the legibility of the address and return card. The portion of the sheet which forms the front of the envelope when folded shall bear the words, "Air Letter" and "Via Air Mail—Par Avion" and the edges shall bear the dis-

tinctive design generally used to identify air mail letters.

Manufacturers shall submit 10 samples of proposed air letter sheets to the Bureau of Transportation, Division of International Service, Washington 25, D. C., for approval before engaging in the production of the sheets for sale.

Approved air letter sheets manufactured by private individuals or firms are acceptable for mailing after 10 cents in postage has been affixed.

POSTAL CARDS

49. The following varieties of postal cards are issued:

Number	Denomination	Type	Dimensions
	<i>Cents</i>		<i>Inches</i>
5	2	Domestic single.....	3 x 5
8	2	do.....	3 ¹ / ₄ x 5 ¹ / ₂
6	2	Domestic reply.....	¹ 3 ¹ / ₄ x 5 ¹ / ₂
7	2	Foreign single.....	3 ¹ / ₄ x 5 ¹ / ₂
F	2	Foreign reply.....	¹ 3 ¹ / ₄ x 5 ¹ / ₂
11	3	Foreign single.....	3 ¹ / ₄ x 5 ¹ / ₂
12	3	Foreign reply.....	¹ 3 ¹ / ₄ x 5 ¹ / ₂
4	4	Domestic air mail single.....	3 ¹ / ₄ x 5 ¹ / ₂

¹ Each half.

Sheets of Postal Cards

50. When so desired for printing purposes, postal cards are furnished in sheets as follows:

Designation	Cards per sheet	Width of sheet in cards	Length of sheet in cards	Packed in cases of
No. 5—single.....	20	4	5	5, 000
No. 6—double.....	20	4	5	5, 000
No. 8—single.....	40	4	10	10, 000

Cutting of Sheet Cards

51. To be valid for postage, the sheet cards must be cut to regulation size stated in article 49 of this chapter. Requisitions for sheet cards must be drawn for full cases in accordance with stock packing described in the foregoing paragraph, and they should be so sold to the public. Postmasters may, however, break cases and sell less than the full quantity to printers who require sheet cards only occasionally. Postal cards are not furnished in rolls or strips.

INTERNATIONAL AND AMERICO-SPANISH REPLY COUPONS

52. Reply coupons furnish a means of sending postage to foreign correspondents who may exchange each coupon for a stamp conforming to the postage on a single rate letter. International reply coupons are sold at 11 cents each, and are exchangeable in any country of the Universal Postal Union.

Americo-Spanish reply coupons are exchangeable only in member countries of the Postal Union of the Americas and Spain. United States post offices are not authorized to sell Americo-Spanish reply coupons, but shall exchange them when presented.

For further information concerning international reply coupons see U. S. Official Postal Guide, Part II.

Requisitions

53. International reply coupons are charged to postmasters at 11 cents each. Postmasters shall provide needed stocks by requisition on the Department or central accounting postmaster.

Exchange of Foreign Coupons

54. International reply coupons of the Universal Postal Union sold by foreign postal administrations are exchangeable at the rate of 5 cents each in postage stamps regardless of the selling price of the coupon of the country of origin. To be ac-

ceptable they must bear the postmark of the selling office. Exchanged international reply coupons shall be postmarked immediately to show the date of exchange. The same rules apply to reply coupons of the Postal Union of the Americas and Spain, except that they are exchangeable at the rate of 3 cents each in postage stamps.

Redemption of Unused Coupons

55. Unused 11-cent international reply coupons purchased in the United States are redeemable from original purchasers at the rate of 10 cents each in postage stamps.

Disposition of Exchanged and Redeemed Coupons

56. All international reply coupons and Americo-Spanish reply coupons exchanged during the calendar year shall be forwarded to the Department for credit not later than January 31 of the succeeding year, in separate shipments as directed in article 100 of this chapter. Failure to transmit exchanged coupons promptly at the close of the calendar year may result in the disallowance of credit.

Unused international reply coupons redeemed at 10 cents each shall be submitted quarterly with damaged postage stamps. District postmasters shall submit such redeemed coupons to the central accounting post office promptly in exchange for other stamp stock.

QUANTITIES SUPPLIED

57. Stamped paper is issued by the Department to postmasters at first-class offices in the following minimum quantities or multiples thereof:

Ordinary stamps—100 of $\frac{1}{2}$, 1, $1\frac{1}{2}$, 2, 3, 4, $4\frac{1}{2}$, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, and 30 cents; 50 of 50 cents; 50 of 1, 2, and 5 dollars.

Air mail stamps—100 of 6, 8, 10, 15, 25, and 80 cents.

Special delivery stamps—100 of 10, 15, and 20 cents.

Special handling—100 of 10, 15, and 20 cents.

Stamp books—120 of a single variety.

Coils of stamps—any quantity.

Due stamps—100 of $\frac{1}{2}$, 1, 2, 3, 5, 10, and 30 cents; 50 of 50 cents, 1 dollar, and 5 dollars.

Precanceled stamps are furnished only upon requisition in minimum quantities of 500,000 in sheets of a single denomination and 250,000 in coils of 500, 1,000, or 3,000 stamps.

Postal cards—500 of No. 5 and No. 8; 250 of No. 6; 100 of No. 7, No. 11, "F," and No. 12.

Plain stamped envelopes—500 of a given size, quality, and denomination.

Special request or office request stamped envelopes—500 of a given size, quality, denomination, and return card.

STOCK PACKING

Stamps

58. For convenience in handling, postage stamps are put in packages of 10,000, and special delivery, special handling, and air mail with the exception of the 6-cent, in packages of 5,000, with the margins of the sheets stitched together. Stock packages containing 10,000, 50,000, or 200,000 stamps of each denomination (special delivery and special handling stamps in quantities of 25,000 and 100,000) are made up from the stitched packages. Coiled stamps are packed in units of 5 and 50 coils and may be requisitioned in any desired quantity. Postmasters whose sales within 3 months amount to 10,000 or more stamps of any denomination should make requisition for stock packages of 10,000 or multiples of 10,000 provided they can be protected. (See art. 2 of this chapter.)

Postal Cards

59. The cut postal cards are issued as follows:

Nos. 5 and 8 in packages of 250, 500, 1,000, 2,000, 5,000, and 10,000; No. 6 in packages of 250, 500, 2,000, and 5,000; No. 7, No. 11, No. 12, and "F" cards in packages of 100, 250, 500, 1,000, 2,000, and 5,000; and, No. 4 in packages of 100, 500, and 5,000. Postal cards are banded in 50's. (See art. 50 of this chapter for stock-packing of postal cards in sheets.)

Envelopes

60. Stamped envelopes are packed in boxes of 250, 500, 1,000, 2,000, and 5,000 of the Nos. 6, 7, 8, and 9 sizes; and in boxes of 500, 1,000, 2,000, 5,000, and 10,000 of the other sizes.

Stamp Books

61. Stamp books are issued to postmasters in stock packages of 120, 240, 360, 480, 600, 720, and 1080, or multiples of 1080.

REQUISITIONS

62. Postmasters shall keep on hand an adequate supply of postage stamps of the different kinds, books of stamps, postage due and special delivery stamps, stamped envelopes, air letter sheets, postal cards, and international reply coupons, sufficient to meet the public demands. Only the larger offices should stock all denominations of ordinary stamps. Varieties for which there is comparatively little public demand should not be kept in stock, but should be requisitioned when request is made therefor.

Care should be taken not to draw requisitions for envelopes of an unsalable size, pattern, or denomination. The postmaster will be held responsible for errors of this kind, and credit at postage value only may be allowed by the Department in redemption.

When to Requisition

63. First-class offices.—Requisitions shall be made sufficiently in advance so that the stock of stamp supplies will not become exhausted and telegraphic requests to expedite shipment will be unnecessary.

Except in emergencies, postmasters at post offices in the States of New York, Pennsylvania, and all States west of the Mississippi River shall submit stamped paper requisitions during the first month of each quarter. Those east of the Mississippi River, excepting the two States mentioned, shall requisition during the second month. Precanceled stamps should be ordered between July 1 and July 15. (See art. 66 of this chapter.)

64. District offices.—District postmasters shall keep their fixed credits intact at all times either in stamp stock or cash items. The postmaster shall replenish his stamp stock by purchase from the central accounting office, remitting the cash therefor with requisition on Form 017-FC. Such requisitions shall be submitted regularly twice each month by postmasters at second- and third-class offices and once each month by postmasters at fourth-class offices. The first requisition from second- and third-class offices should be sent between the first and 15th and the second between the 16th and last day of each month, except the last month in the quarter. Fourth-class offices bearing names beginning with letters "A" to "L" shall make requisitions between the first and 15th and offices in the "M" to "Z" group between the 16th and last day of each month, except the last month in the quarter. Except in case of extreme emergency, requisitions must not be sent between the 26th and last day of the last month in a quarter.

65. Frequent requisitions to be avoided.—Requisitions for commonly used varieties of stamp stock should not be submitted oftener than once each quarter by postmasters at first-class offices, except in cases of emergency or when the postmaster is unable to give that amount of supplies adequate protection.

66. Amount of requisitions—first-class offices.—(a) Except for precanceled stamps, a 3 months' supply of ordinary postage stamps in sheets, books, and coils should be requisitioned by postmasters at first-class offices, providing that the stock on hand at any time does not exceed a 6 months' supply regardless of the available facilities for protection. A 6 months' supply of plain

envelopes and postal cards should be requisitioned. Requisitions shall not be drawn for excessive quantities of any item of stamp stock.

(b) In the case of precanceled stamps, when the office demands conform with quantities supplied as shown in article 57 of this chapter, a twelve months' supply should be requisitioned. Offices with limited demands for precanceled stamps will be guided by the provisions of article 15 of this chapter.

67. Time required to fill requisitions.—The time usually required for shipment of stamps, stamp books, and international reply coupons after the postmaster's requisition is received at the Department is 5 to 8 business days; for postal cards or plain stamped envelopes, 4 to 8 days; for special request and office request envelopes, 10 to 12 days, depending on conditions of manufacture. This schedule is not guaranteed, as conditions are sometimes such that longer time is required to fill requisitions.

68. Special requisitions.—Requests that shipment of stamp stock be expedited must not be submitted to the Department except in cases of emergency, which must be satisfactorily explained by the postmaster. Special attention will not be given requisitions that are merely marked "Expedite," "Rush," etc., without a statement showing that the stock is needed for a given date of mailing. Proper compliance by postmasters with the instructions relative to ordering stamp supplies will prevent the necessity of making advance shipments. Telegraphic requisitions, and requests for expediting shipments of commonly used varieties of stamps, cards, and envelopes are especially objectionable. However, when stamps or other stamp supplies are needed to meet an unexpected demand which could not with reasonable foresight be met otherwise, postmasters should request that requisitions be expedited and telegraph the Bureau of Finance, Division of Stamps and Philately, if necessary.

When application is received from the public for immediate delivery of stamp stock in quantities which cannot be supplied, or if stamp supplies become exhausted, postmasters may purchase temporary supplies from neighboring post offices, but this method must not be made a practice. Postmasters shall not include such supplies in their quarterly stamp or postal account, nor include the amount thereof in the business of their offices. Postmasters who sell stamp stock to other postmasters under this authorization must report such transactions to the Bureau of Post Office Operations, Division of Budget and Administrative Services, at the end of each quarter as "outside sales."

Stamped paper shall not be loaned by one postmaster to another.

Postmasters shall not accept checks from

other postmasters in payment for stamp stock to be held uncashed until the supplies are replaced.

69. Special request envelopes.—Requisitions for special request envelopes shall be forwarded on the same day the order is taken from purchaser.

How to Requisition

70. First-class offices.—Requisitions for stamped paper and international reply coupons shall be made by postmasters at first-class offices on the Bureau of Finance, Division of Stamps and Philately, using Forms 3201, 3201-A, 3201-B, and 3202. Separate requisitions should be submitted for international reply coupons, and air letter sheets should be included on requisitions for unprinted stamped envelopes. The Department may furnish more or less stamped paper than the amount for which requisition is made by the postmaster, to conform to stock packing.

71. District offices.—District postmasters shall obtain supplies of postage stamps in sheets, coils, and books, and of postal cards, unprinted stamped envelopes, air letter sheets, and international reply coupons from the central accounting post office by requisition on Form 017-FC with remittance of postage stamp funds in payment.

They shall submit requisitions for special request and office request stamped envelopes, and for printed and unprinted precanceled envelopes, on Form 3202-D, to the Bureau of Finance, Division of Stamps and Philately. Payment for envelopes so ordered must be made to the central accounting postmaster promptly upon receipt of the stock.

72. Signature of postmaster.—Requisitions and stamps accounts shall be signed in ink by the postmaster exactly as his bond is signed. In the absence of the postmaster, or after his death or suspension and pending the appointment of a new postmaster or of an acting postmaster, the postmaster's assistant or bondsman should sign, writing his own name and title in full under those of the postmaster.

73. When unusual supply is ordered.—When requisition is made for an unusually large supply of stamped paper to fill a special order, the postmaster shall give the name and business address of the purchaser and state where the matter originated and is to be mailed.

74. Endorsement as to protection.—To indicate that special provision is made to safeguard the property of the Government in accordance with articles 2 to 5 of this chapter, postmasters shall endorse the face of all requisitions "These stamps can be protected." Postmasters who occupy Government buildings shall also endorse their requisitions "Federal building."

75. Information on requisition.—The fol-

lowing information must be given on all requisitions for postage stamps, postal cards, and plain stamped envelopes:

Stock on hand of all varieties ordered.

Total sales reported in item 1 of postage stamp account for previous quarter.

Whether stamps ordered can be protected against burglary.

76. Care in preparation of requisitions.—The necessity of careful compliance by postmasters with instructions in this chapter and with those on the requisition forms cannot be overemphasized. Particular care should be given when preparing requisitions for printed and unprinted stamped envelopes to see that the value agrees exactly with the items ordered and that the quality and kind, whether "standard quality," "extra quality," "window," "precanceled," or "air mail" is plainly stated.

Action Taken Upon Receipt or Nonreceipt of Stock

77. At first-class offices.—(a) *Opening shipments.*—Upon receipt of stamp stock it shall be opened by the postmaster in the presence of a disinterested witness and the contents counted jointly. Packages of 100,000 and 200,000 stamps shall be examined to determine that they have not been tampered with. A sufficient part of the wrapper of each package shall be removed to expose the stamps and determine if the correct number of banded units of the denomination listed are enclosed to equal the quantity shown by the wrapper and charged in the invoice. When stamps of a given denomination are received in quantities of less than original banded packages of 10,000 (5,000 if large size) the stamps shall be counted by sheets.

Books of stamps shall be verified by breaking the packages into units of 1,080 and the determination that each package contains 9 of the proper 120 book units. It is not necessary to count the packages of books in each box until the stamps are sold to stamp clerks or district postmasters.

(b) *Errors in shipments.*—When a shipment of postage stamps, postal cards, or stamped envelopes to a first-class office is found not to agree with the invoice as to quantity, denomination, or variety, the postmaster shall make an immediate report thereof to the Bureau of Finance, Division of Stamps and Philately, giving the date of invoice and registry or shipping number, and shall hold the shipment intact with the original wrappings pending the receipt of instructions. If, pending investigation of the reported discrepancy, a new supply is needed, a requisition therefor should be attached to the report. Reports of shortages or overages in the packing of stamped envelopes and postal cards must be attested by a witness and accompanied with the end

of the envelope box or the postal-card packing slip.

When postage stamps, postal cards, or stamped envelopes of the wrong denomination, size, or kind are received as a result of error in the preparation of the requisition, and the items agree with the invoice, the postmaster shall place the supplies in stock and submit a new requisition for any additional stock needed. If the items so received are considered unsalable, the postmaster shall report the facts to the Bureau of Finance, Division of Stamps and Philately; but under no circumstances shall undesired stamp stock be returned to the Department for exchange.

If a shipment of postage stamps, postal cards, or stamped envelopes is received for which requisition was not submitted, as the result of wrong address or otherwise, the postmaster shall make an immediate report thereof to the Bureau of Finance, Division of Stamps and Philately, giving the registry or shipping number, and shall hold the shipment intact for instructions.

(c) *Damaged or defective stock.*—Where any portion of a shipment of stamps or other stamped paper received on requisition at a first-class office is found to be damaged or defective, except misprinted special request envelopes (see art. 43 of this chapter), the postmaster shall submit a report of the facts to the Bureau of Finance, Division of Stamps and Philately, and unless otherwise instructed shall include the unsalable stock in the next regular redemption shipment. If additional stock is needed, a requisition shall be submitted on the proper form endorsed "To replace damaged stamped paper received on invoice of ----."

(d) *Damaged in transit.*—When a shipment of postage stamps or other stamped paper damaged in transit with loss of contents is received at a first-class office, the postmaster shall make an immediate report of the facts upon his oath of office to the Bureau of Finance, Division of Stamps and Philately, stating the registry or shipping number and date of invoice. A requisition shall be submitted for additional stock if needed.

78. At district offices.—(a) *Opening shipments.*—The district postmaster shall open all registered shipments of stamp stock promptly upon receipt from the central accounting postmaster by cutting the ends of the envelopes or wrappers thereof in the same manner as required in opening registry jackets. Care must be taken to preserve seals intact. This must be done in the presence of a witness who, jointly with the postmaster, shall count the contents of the shipment to see that the stock received agrees with the items on the accompanying invoice. The district postmaster and the witness shall sign the invoice with ink and note thereon the registry number and date

of receipt. If the stock received conforms to the invoice, the latter shall then be filed as a post-office record. In case there is a shortage or overage in the shipment, the district postmaster shall proceed as directed below.

(b) *Errors in shipments.*—If stamp stock received by a district postmaster is found not to correspond with the invoice, he shall immediately report the facts to the central accounting postmaster, in the meantime holding intact the stamp stock and all packing material in which it was received. The central accounting postmaster shall investigate the report carefully and shall recall any excess or supply any shortage in the stamp stock issued to the district postmaster. If the central accounting postmaster cannot verify a reported shortage, he shall notify the nearest post-office inspector and shall request the district postmaster to hold the stamp stock and packing material intact pending investigation by the inspector. Meantime the district postmaster shall draw requisition upon the central accounting postmaster for a new supply of stamp stock, if needed, and his fixed credit may be temporarily increased by the amount of such requisition.

(See art. 45 of this chapter as to treatment of irregularities in printed stamped envelopes.)

(c) *Damaged or defective stock.*—Stamped paper received by district postmasters in unsalable condition shall be returned to the central accounting postmaster for replacement.

(d) *Damaged in transit.*—When a shipment of postage stamps or other stamped paper is damaged in transit to a district office with loss of contents, the postmaster shall submit an immediate report upon his oath of office to his central accounting postmaster, who will take the necessary action to effect adjustments.

79. When requisition is not filled.—If stamp stock is not received in due course, an exact copy of the requisition endorsed across the top "Duplicate" and bearing the date of the original requisition should be submitted.

80. When Invoice is not received.—When a shipment of stamp stock is received without invoice at a first-class office, the Bureau of Finance, Division of Stamps and Philately, should be notified of the registry number and point of dispatch.

Shipments of plain envelopes and postal cards are sometimes divided and forwarded in separate mails from different distributing agencies. Small orders of printed stamped envelopes, consisting of two or more wrapped packages, are frequently dispatched on different dates. Three days should be allowed for the arrival of the balance of the order before reporting a shortage.

Care in Handling Shipments of Stamp Stock

81. Post office and postal transportation clerks are cautioned to exercise care in handling packages and boxes of stamps, postal cards, and stamped envelopes, regardless of whether shipped by registered or ordinary mail. The use of fiber shipping boxes for postal cards and stamped envelopes makes it necessary that all employees handle these shipments with special care to prevent damage in transit.

DISTRIBUTION BY CENTRAL ACCOUNTING OFFICES**Fixed Credits**

82. Postmasters at central accounting offices shall allow to postmasters at district offices a fixed credit for postage stamps and other stamp stock sufficient to meet the public demand. The fixed credit for postage stamp stock shall be for a total of \$50, or multiples thereof, except that fixed credits at second-class post offices shall be in multiples of \$100. The fixed credit for second- and third-class post offices should approximate a 3 months' supply, and for fourth-class offices a 2 months' supply, according to the average stamp sales. Fixed credits may be adjusted by the central accounting postmaster in accordance with the requirements of the service. Excessive fixed credits can be avoided if ordinary postage stamps of high denominations required only occasionally are held to a minimum and the value applied to larger stocks of commonly used varieties. Application for increase or decrease in fixed credits shall be made by district postmasters to the central accounting postmaster.

Receipt for Fixed Credits

83. District postmasters shall give their central accounting postmasters receipts on Form 3367 for postage stamp stock issued on fixed credit. These receipts shall be postmarked by the district postmaster.

Examination and Renewal of Fixed Credit Receipts

84. Fixed credit receipts given by district postmasters shall be examined during the month of July of each year to determine if the name of the postmaster listed is the name of the duly authorized person actually serving as postmaster at the time of the examination. If the postmark date of the fixed credit receipt (Form 3367) on file is 4 years or more before the date of the examination, a new receipt shall be prepared and sent to the district postmaster for signature and return to the central accounting office for filing. The old receipt shall then be plainly stamped "Canceled" and returned to the post office concerned.

Filling District Office Requisitions

85. Stamp stock issued to district postmasters shall be counted by two employees designated by the central accounting postmaster, in the presence of each other, both of whom must be in a position to certify that they have witnessed the count, enclosure, and sealing of the consignment. Both employees shall sign the district office requisition to attest the correctness of the enclosure.

Shipment

86. The central accounting postmaster shall ship stamp stock to district postmasters by official registered mail, and shall place the registry numbers of all shipments upon the retained copy of the requisitions.

Invoice

87. Shipments of stamped paper shall be accompanied with an itemized invoice.

INDIVIDUAL FIXED CREDITS

88. Postmasters shall issue to superintendents and clerks in charge of stations and branches, wholesale and retail stamp clerks, rural carriers, and star-route carriers a sufficient supply of postage stamps and other stamped paper to meet the public demand. Postmasters shall take fixed-credit receipts for stamp supplies so issued and carry the receipts in their records as stock on hand. Such fixed credits shall be replenished each day, except that those held by post-office clerks, including clerks in charge of contract stations and branches, may with the approval of the postmaster, be replenished only when the accumulated funds amount to \$25 or more in excess of the maximum amount which they are authorized to withhold as change. The maximum amount which may be withheld by any employee for making change shall be fixed by the postmaster, but may not exceed 10 percent of the credit, or \$100, whichever is the smaller amount, except that where the credit is less than \$100, the postmaster may authorize the retention of not more than \$10. Ordinarily, requisitions shall be submitted late in the day or near the end of the employee's tour of duty, and it shall be the duty of the postmaster to so arrange the schedule of requisitions as to give effect to the purpose of these instructions and give all funds the best possible protection. Postmasters must exercise caution to prevent the assignment of fixed credits in larger amounts than actually are required for proper service, and the retention of larger amounts of cash in such credits than actually are required for effective operation as they may be held responsible for loss in instances where such items are not in proper relation to service needs. Postmasters shall take inventories of such fixed

credits at irregular intervals, once each quarter at the main office and at all classified and contract stations and branches. Additional inventories should be taken only when there is reason to believe that a shortage or other discrepancy exists. A record shall be kept of each inventory showing the date and by whom made, the amount of stamp stock, and the amount of cash on hand in the credit. The credits shall be adjusted immediately after each inventory.

RETURN OF STAMP STOCK FOR CREDIT

Excess Stock

89. Undamaged postage stamps, stamp books, stamped envelopes, air letter sheets, and postal cards held in excess of requirements must not be returned without first obtaining permission.

Stock Ordered or Shipped in Error

90. Postage stamps or other stamped paper ordered in error or shipped in error shall be treated as directed in articles 77 and 78 of this chapter. Under no circumstances shall the shipment be returned to the Department unless so instructed.

Stock Damaged by Fire or Other Unavoidable Casualty

91. Postage stamps or other stamped paper made unfit for use by fire or other unavoidable casualty while in the custody of postmasters shall in the case of first-class offices be forwarded separately from other damaged stock by official registered mail to the Bureau of Finance, Division of Stamps and Philately, accompanied with a statement of particulars relative to the damaged stock and an itemized list of the number of each denomination and variety. District postmasters shall forward such stock in the same manner to the central accounting postmaster, who shall furnish stock of equal value in exchange. When stamp stock returned under the foregoing conditions is damaged so the value cannot be determined, a full statement of facts concerning the damage shall accompany the shipment. (See chapter XXII, articles 12 to 22, as to procedure in case of unavoidable losses.)

REDEMPTION

From the Public

92. Postage stamps and other stamped paper shall not be redeemed from the public nor exchanged for other stamps or stamped paper except as follows:

93. *Exchange due to error in sale, etc.*—When through inadvertence a postmaster sells damaged or unserviceable postage stamps, international reply coupons, stamped envelopes, air letter sheets, or

postal cards, or when a patron through error purchases postage stamps of the wrong denomination, or stamped envelopes of the wrong color, quality, size, or denomination, or postal cards of the wrong size, postmasters may exchange such stamped paper at full value, provided that it is presented for exchange by the original purchaser within a reasonable time after the sale, not to exceed two business days.

94. *Redemption of embossed stamped envelopes and of postal cards.*—Uncanceled, unserviceable, and spoiled stamped envelopes and air letter sheets in a substantially whole condition without a printed return card or address thereon, and postal cards without printing thereon, may be redeemed from any responsible persons.

Stamped envelopes bearing a printed return card or address and postal cards with printed matter of the purchaser thereon may also be redeemed, but only from the person who purchased them at a post office or whose printing appears thereon, unless special authorization therefor is obtained from the Department. Precanceled envelopes may be redeemed from authorized users, provided the postmaster is satisfied that no service has been rendered thereon.

Postal cards, air letter sheets, and stamped envelopes received for reply purposes; parts or pieces of postal cards; postal cards treated by bronzing, enameling, or other process of coating; and stamps removed from embossed stamped envelopes or from postal cards shall not be redeemed nor accepted in payment of postage.

95. *Redemption values.*—Stamped envelopes shall be redeemed at the postage value only, air letter sheets at 90 percent of their face value, and postal cards at 75 percent of their postage value. Redemptions must be made in postage stamps or other stamped paper, but never in cash. When the value includes a fraction of a cent, such fraction shall accrue to the Department.

From Postmaster

96. Postage stamps in sheets, books, and coils, postage due stamps, air mail stamps, special delivery stamps, special handling stamps, international reply coupons, stamped envelopes, air letter sheets, postal cards, migratory-bird hunting stamps, U. S. Savings stamps, and internal revenue stamps damaged in the post office may be returned for redemption and credit, but shall be accompanied with a statement setting forth fully how and when they were damaged.

97. *At first-class offices.*—Postmasters at first-class offices shall ship stamped envelopes, postal cards, and international reply coupons redeemed from the public, and postage stamps and other stamped paper damaged in transit or made unsalable after receipt at post offices, by official registered mail to the Bureau of Finance, Division of

Stamps and Philately, for credit. Redemption shipments shall be prepared and dispatched as provided in article 99 of this chapter. Credit for the value of postage stamp stock returned to the Department for redemption shall not be claimed until authorized. Authorization of credit will be forwarded as soon as practicable after receipt of shipments. Stamped paper will not be sent in exchange for that which is forwarded to the Department for redemption. If additional stamp stock is desired, requisition must be made on the proper form in the usual manner.

98. At district offices.—Stamp stock redeemed by district postmasters or damaged in their possession shall be carefully counted and packed in the presence of a disinterested witness and forwarded by registered mail once every 6 months, or oftener if necessary, to the central accounting postmaster. Each shipment shall be accompanied with a requisition for the stock to be furnished in exchange, using Form 017-FC and listing on the back thereof the stock returned for credit. District postmasters shall not forward redeemed and unsalable stamped paper direct to the Department for credit.

99. Preparation of redemption shipments to Department.—(a) Stamped envelopes, postal cards, and other stamped papers returned to the Department must be securely wrapped and sealed, and sent by registered mail addressed to the Bureau of Finance, Division of Stamps and Philately. The postmark of the forwarding office should be legibly stamped on the package. A letter of transmittal (Form 3206) must be forwarded under separate cover for each shipment, stating the number of pieces of each denomination and the value of the stock sent with the reason for its return. A separate letter of transmittal should not be prepared for the contents of each package in a shipment, but each case of stamped envelopes or postal cards should contain a packer's slip (Form 3208) listing the contents and value thereof. The postmaster must certify in his letter that none of the postage stamps has been redeemed from the public, and that all envelopes and postal cards bearing printed return cards or addresses have been redeemed from the original purchasers. The stock returned must be counted, prepared for shipment, and dispatched in the presence of a disinterested witness.

(b) *Separation of shipments.*—In order to facilitate the handling of redeemed stock and the certification of credits, postmasters shall prepare separate shipments and separate letters of transmittal as follows:

(1) For postage stamps issued in sheets, books, and coils, and for United States international reply coupons.

(2) For stamped envelopes and newspaper wrappers redeemed from the public at postage value, for air letter sheets re-

deemed from the public at 90 percent of face value, and for postal cards redeemed from the public at 75 percent of face value.

(3) For stamped envelopes, air letter sheets, and postal cards for which credit at full value is claimed, with the reason therefor. In the case of special request envelopes date of invoice shall also be given.

(4) For international reply coupons issued by foreign governments.

(5) For documentary internal revenue stamps damaged in post offices.

(6) For Americo-Spanish reply coupons issued by foreign governments.

(7) For U. S. savings stamps damaged in post offices.

(8) For migratory-bird hunting stamps.

(c) *Letter of transmittal.*—Form 3206 shall be used as the letter of transmittal and must not be included in the shipment, but must be sent under separate cover to the Bureau of Finance, Division of Stamps and Philately, at the same time the shipment is dispatched.

The letter of transmittal shall include the name of post office and State, plainly written or typed, date of shipment, registry number, itemized list of stamp stock returned, and signature of postmaster. In order to facilitate the issuance of credit, the postmaster should type or print his name under the written signature. It is not necessary to list separately the different kinds of postage stamps of the same denomination, or the various sizes of stamped envelopes where postage value only is claimed.

In arriving at the value of redemption shipments, fractions of a cent must be dropped, not only in the grand total but in all computations.

(d) *Packages.*—Each size and denomination of stamped envelopes and postal cards must be separated, faced, and tied in packages of 25 or 50, or in packages of 100 when large quantities are involved. Quantities not sufficient to make a complete package should be retained until the next quarterly shipment is made.

(e) *Full sheets.*—Postmasters should not tear stamps apart, but so far as practicable should forward them to the Department in full sheets.

When stamps are not in full sheets or in full coils, they should be pasted carefully on sheets of paper 100 stamps to a sheet in 10 regularly arranged rows of 10 stamps each. Any stamps over the full sheets of 100 should be pasted on a separate sheet or held until a full sheet is obtained. More than one denomination should not be pasted on a sheet.

(f) *Mutilated stamps.*—More than one-half of a stamp must be returned in order to obtain credit therefor.

(g) *Stuck stamps.*—Stamps not in original banded packages and broken stamp coils that are stuck together should not be

torn apart but should be carefully separated by soaking in hot water, after which they should be prepared as stated in paragraph (e) above.

(h) *Time of shipment.*—Shipments shall not be made to the Department until the redemption value of the redeemed stock amounts to more than \$1, except that foreign international reply coupons redeemed from the public shall be submitted at least once a year regardless of value.

Shipments should not be made oftener than once a quarter, and in order that the

credit may be included in the same quarter no shipment shall be dispatched to reach the Department after the 15th of the last month of a quarter unless specifically authorized. Those received too late will be credited in the next quarter. Large shipments should be made in cases or boxes, but not in mail pouches or sacks.

STAMP

100. Postmasters at first-class offices shall render a quarterly stamp schedule as provided in chapter XXIV, articles 22 and 23.

CHAPTER XVI

Money Orders

Art.

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167. Money order records and accounts.
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GENERAL PROVISIONS

Advantages of Money Order Service

1. Money should not be transmitted by ordinary mail as indemnity is not paid if it is lost. But a money order, though lost, may be duplicated from the record of its issue. The public should therefore be urged to use postal money orders, which offer a safe, inexpensive and convenient method of making remittances.

Postmasters and Employees Not to Act as Agents

2. Postmasters and employees shall not accept any agency for the issue or payment of money orders, drafts, bills of exchange, or similar instruments for the transmission of money, from any express company, banker, banking institution, or other corporation or firm, except under special permission of the Bureau of Finance, Division of Money Orders. On the other hand, the use of the money order, registry, insurance, and c. o. d. services should be encouraged and any disparagement of these services by unfavorable comparison or otherwise is contrary to the policy of the Department and may be deemed sufficient grounds for removal.

Money Order Transactions Confidential

3. Information concerning money orders issued or paid shall not be given to any person except the remitter, payee, or endorsee, or the agent of one of them; or to a representative of the Post Office Department. Requests for information received from any other person should be forwarded to the Department.

Money Order Post Offices

4. All post offices in the United States

and its possessions, except those in Alaska indicated in the State List of the Official Postal Guide by an asterisk (*), are authorized to issue and pay domestic money orders. All branches and stations, except those likewise indicated by asterisks, also transact domestic money order business. In addition these post offices, branches and stations are authorized to draw money orders on and pay money orders issued at post offices in the countries named in table 1, article 97, of this chapter. A list of the post offices in those countries is published in the Register of Money Order Post Offices, Form XI.

All post offices of the first and second classes, and those post offices of the third and fourth classes especially designated because of the demand for the service are authorized to transact international money order business, as prescribed in articles 116 and 117 of this chapter.

To provide postal money order facilities for the Armed Services branches known as Army Post Offices and Navy Post Offices have been established at forts, camps and naval stations and vessels. Such branches on naval vessels are attached to the New York, N. Y., post office; shore stations are attached to the nearest post office; and all Army post offices outside the continental limits of the United States are branches of New York, N. Y.; San Francisco, Calif., Seattle, Wash.; New Orleans, La.; or Miami, Fla. Army and Navy post offices issue and pay only domestic money orders.

Correspondence

5. All correspondence between post offices should be addressed to the respective postmasters at the main offices and not under any circumstances to branches or stations. Likewise, correspondence should

not be addressed to Military Post Offices (A. P. O. or N. P. O.) but to the postmasters at the post offices to which such units are attached.

In all correspondence relating to specific money orders the zone number as well as the serial number must be given. The zone number precedes and is separated from the serial number by a hyphen.

Correspondence concerning the administration of the money-order service, including inquiries relative to the issue and payment of money orders, applications for duplicate money orders, and for settlement checks in payment of invalid money orders, money-order credits with the Treasurer of the United States and money-order reserves, money-order funds, the transaction of international money-order business, and the establishment and discontinuance of money-order offices should be addressed to the Bureau of Finance, Division of Money Orders, the envelope bearing the letters M. O. B.

Correspondence concerning requisitions for and shipment of money-order forms should be sent to the Regional Distributing Office for the region in which the post office is located.

Correspondence concerning money-order accounts, including their preparation, dispatch, and audit shall be addressed to the regional accounting office of the region in which the post office is located.

REGIONAL ACCOUNTING OFFICES

6. The United States is divided into 12 regions for the transaction of domestic money-order business and accounting purposes. In each of these regions in the city in which the Federal Reserve Bank is located a regional accounting office has been established and the post office in that city has been designated as the regional distributing office. The regional accounting and distributing offices, their identifying region numbers, and the territory served by each are as follows:

Location	Re- gion No.	Territory served
Boston, Mass.---	1	Connecticut. Maine. Massachusetts. New Hampshire. Rhode Island. Vermont.
New York, N. Y.--	2	New York.
Philadelphia, Pa.-	3	Delaware. New Jersey. Pennsylvania.

Location	Re- gion No.	Territory served
Cleveland, Ohio--	4	Indiana. Kentucky. Ohio.
Richmond, Va.---	5	District of Columbia. Maryland. North Carolina. South Carolina. Virginia. West Virginia.
Atlanta, Ga.-----	6	Alabama. Florida. Georgia. Mississippi. Puerto Rico. Tennessee. Virgin Islands.
Chicago, Ill.-----	7	Illinois. Michigan. Wisconsin.
Saint Louis, Mo.-	8	Arkansas. Iowa. Missouri (except Kansas City).
Minneapolis, Minn.	9	Minnesota. Montana. North Dakota. South Dakota.
Kansas City, Mo.-	10	Kansas City, Missouri. Colorado. Kansas. Nebraska. New Mexico. Oklahoma. Wyoming.
Dallas, Tex.-----	11	Louisiana. Texas.
San Francisco, Calif.	12	Alaska. Arizona. California. Guam. Hawaii. Idaho. Nevada. Oregon. Samoa. Utah. Washington.

MONEY-ORDER FORMS

Card Money Order

7. Domestic money-order forms are printed on tabulating cards prepunched at the time of manufacture to indicate the region of issue and money order serial number. The orders consist of two parts, the order and the purchaser's receipt. The individual post office numbers and names are not printed thereon.

Distribution to Regional Distributing Offices

8. Blank money-order forms are shipped from the plant of the manufacturer to the regional distributing offices. A separate series of numbered money-order forms is provided for each of the 12 regions, the serial numbers beginning with number 1 and continuing through 99,000,000. The serial number is preceded by the region number and both numbers are printed on and punched into each money-order form at the time of manufacture.

Distribution to Post Offices

9. Regional distributing offices will furnish all post offices with a quarterly supply of money-order forms without requisition. The quarterly supply will be based upon the number of money orders used during the corresponding quarter of the previous year. It will not be necessary to submit requisitions for regular quarterly supplies of forms. All money-order forms provided for use during a quarter which remain on hand at the close of that quarter will be used before forms furnished for issue in a subsequent quarter are used. (See art. 171 (b) of this chapter relating to the treatment of money-order forms remaining on hand at stations and branches at the close of each quarter.)

Emergency Requisitions

10. If at any time a postmaster estimates that the number of money-order forms remaining on hand for issuance during a particular quarter is insufficient for that period, he should submit an emergency requisition, by letter, for the additional forms required for the quarter in question, unless the regular supply for the succeeding quarter has been received, in which event he may begin using the new supply. In submitting an emergency requisition, due allowance should be made for normal transit time in order to assure receipt of additional forms prior to the time they are actually needed. Emergency requisitions shall be mailed to the postmaster at the regional distributing office, and should state the

office number, number of forms received for the quarter, and the number issued to date.

Distribution to Stations and Branches

11. Regional distributing offices will distribute money-order forms to post offices only. All offices having stations and branches will observe the following instructions in the distribution of blank money-order forms to all issuing units (that is, classified and contract stations and branches and c. o. d. stations).

The main office will distribute blank money-order forms to issuing units in such manner as to permit the issuance by all units combined of the maximum number of complete blocks of 10,000 serially numbered orders each quarter.

For this reason distribution will be made semimonthly in quantities sufficient for each half-month period in the quarter.

Each shipment to a station or branch will be accompanied by an invoice (Form 6990) listing first and last serial numbers of the money-order forms involved.

Distribution of forms to issuing units is illustrated as follows:

(a) The records indicate that the total number of money-order forms used during July, August, and September were as listed below:

Unit	July	August	September	Total
Main office.....	2, 932	2, 879	3, 295	9, 106
C. o. d. station...	2, 539	2, 456	2, 827	7, 822
North station....	1, 053	1, 082	1, 106	3, 241
Clayton branch....	414	406	438	1, 258
Station 1.....	131	129	146	406
Station 2.....	69	71	80	220
Station 3.....	49	52	57	158
Total.....	7, 187	7, 075	7, 949	22, 211

(b) Distribution to each unit should be based upon the above record and should be accomplished as follows:

Unit	Number of forms distributed for use in period—						Total
	July 1-15	July 16-31	August 1-15	August 16-31	September 1-15	September 16-30	
Main office.....	1, 500	1, 500	1, 500	1, 400	1, 700	1, 600	9, 200
C. o. d. station.....	1, 300	1, 300	1, 300	1, 200	1, 500	1, 300	7, 900
North station.....	600	500	600	500	600	500	3, 300
Clayton branch.....	250	200	250	200	250	200	1, 350
Station 1.....	75	75	75	75	75	75	450
Station 2.....	40	40	40	40	40	40	240
Station 3.....	30	30	30	30	30	30	180
Total.....	3, 795	3, 645	3, 795	3, 445	4, 195	3, 745	22, 620

Form Distribution Control Records

12. A separate control record will be maintained on Form 6347 in the money-order section at the main office for each complete or partial block of 10,000 money-order forms. The inclusive serial numbers within the block will be entered on the control record, and there will be re-

corded the inclusive serial numbers of forms distributed, quantity of forms distributed, name of unit to which distributed, and date of distribution. The following will illustrate the manner in which entries should be made in this control record, based upon the distribution described in article 11 of this chapter:

10,000 block		Forms distributed		Number of forms	Distributed to (unit)	Date
From No. —	To No. —	From No. —	To No. —			
15, 121, 501	5, 130, 000	5, 121, 501	5, 123, 000	1, 500	Main office.....	June 25, 1951
		23, 001	24, 300	1, 300	C. o. d. station.....	Do.
		24, 301	24, 900	600	North station.....	Do.
		24, 901	25, 150	250	Clayton branch.....	Do.
		25, 151	25, 225	75	Station 1.....	Do.
		25, 226	25, 265	40	Station 2.....	Do.
		25, 266	25, 295	30	Station 3.....	Do.
		25, 296	26, 795	1, 500	Main office.....	July 9, 1951
		25, 796	28, 095	1, 300	C. o. d. station.....	Do.
		28, 096	28, 595	500	North station.....	Do.
		28, 596	28, 795	200	Clayton branch.....	Do.
		28, 796	28, 870	75	Station 1.....	Do.
		28, 871	28, 910	40	Station 2.....	Do.
		28, 911	28, 940	30	Station 3.....	Do.
		28, 941	30, 000	1, 060	Main office.....	July 25, 1951
		5, 130, 001	5, 130, 440	440	-----do-----	Do.
		30, 441	31, 740	1, 300	C. o. d. station.....	Do.
		31, 741	32, 340	600	North station.....	Do.
		32, 341	32, 590	250	Clayton branch.....	Do.
		32, 591	32, 665	75	Station 1.....	Do.
5, 130, 001	5, 140, 000	32, 666	32, 705	40	Station 2.....	Do.
		32, 706	32, 735	30	Station 3.....	Do.
		32, 736	34, 135	1, 400	Main office.....	Aug. 9, 1951
		34, 136	35, 335	1, 200	C. o. d. station.....	Do.
		35, 336	35, 835	500	North station.....	Do.
		35, 836	36, 035	200	Clayton branch.....	Do.
		36, 036	36, 110	75	Station 1.....	Do.
		36, 111	36, 150	40	Station 2.....	Do.
		36, 151	36, 180	30	Station 3.....	Do.
		36, 181	37, 880	1, 700	Main office.....	Aug. 27, 1951
		37, 881	39, 380	1, 500	C. o. d. station.....	Do.
		39, 381	39, 980	600	North station.....	Do.
		39, 981	40, 000	20	Clayton branch.....	Do.
		5, 140, 001	5, 140, 230	230	-----do-----	Do.
		40, 231	40, 305	75	Station 1.....	Do.
		40, 306	40, 345	40	Station 2.....	Do.
		40, 346	40, 375	30	Station 3.....	Do.
		40, 376	41, 975	1, 600	Main office.....	Sept. 10, 1951
		41, 976	43, 275	1, 300	C. o. d. station.....	Do.
5, 140, 001	5, 150, 000	43, 276	43, 775	500	North station.....	Do.
		43, 776	43, 975	200	Clayton branch.....	Do.
		43, 976	44, 050	75	Station 1.....	Do.
		44, 051	44, 090	40	Station 2.....	Do.
		44, 091	44, 120	30	Station 3.....	Do.

¹ Partial block.

Verification and Examination

13. (a) Immediately upon receipt of a shipment of forms, the inclusive serial num-

bers as marked on the outside of cartons containing 10,000 forms will be verified with the accompanying invoice, and the

first and last serial numbers in shipments of less than 10,000 forms will be verified with the accompanying invoice. Any irregularity therein will be reported promptly to the regional distributing office, or to the main office in the case of stations and branches. Invoices will be retained in the office files.

At offices receiving shipments of 100 forms or less they should be checked individually as soon as it can be done without interfering with more urgent duties and any discrepancy reported as stated above. At offices where forms are allocated to window clerks the individual check need not be made until received by the clerks, who should check each number as soon as their duties permit and any discrepancy should be reported to the postmaster.

(b) If a postmaster receives blank money-order forms intended for another office, as indicated in the invoice accompanying the shipment, he shall return them at once to the regional distributing office.

(c) When it is discovered that a form is missing, the postmaster will record that fact and the missing serial number on a money-order application (Form 6001) and place the application in proper numerical sequence in the file of applications. The facts shall also be reported by letter to the Bureau of Finance, Division of Money Orders, and to the proper regional accounting office.

(d) Where two money-order forms bear the same serial number, one of them shall be canceled by writing across the face the words "Number duplicated," and it will be sent, with the purchaser's receipt, attached to the Bureau of Finance, Division of Money Orders.

(e) Defective or mutilated blank money-order forms will be held until they are reached in numerical sequence and then treated as "Not issued" in accordance with the instructions in articles 42 and 43 of this chapter.

Protection of Money Order Forms

14. Postmasters will keep their stock of blank money-order forms in their own custody or that of a designated supervisory employee, under lock and key, in a place of security to which unauthorized persons do not have access. Postmasters will be held responsible for any loss arising through disregard of these instructions.

If a postmaster is without adequate facilities to protect his stock of money-order forms, he may place them in a vault of a local bank or business house without expense to the Department if they are contained in a locked receptacle that cannot easily be removed, but so doing will not relieve a postmaster of responsibility for their loss.

Care in Handling Forms

15. Money-order forms must be handled in such manner that they will not be folded, creased, or otherwise mutilated. No object of any kind must be inserted into the holes punched in the forms. Postmasters must not transfer or lend money-order forms to other postmasters.

Theft of Forms

16. (a) In case of theft of money-order forms, the postmaster will immediately notify the post office inspector in charge of the division in which the office is located, giving the first and last serial numbers of the stolen forms. Whenever practicable, this report will be made by telegraph in as brief form as may be consistent with clearness and accuracy, and will state the date on which the robbery occurred or the loss was detected.

(b) Money orders issued on stolen forms will not be accepted as valid vouchers for disbursement. Notice of every new robbery is printed in bold-faced type in the list of stolen money-order forms published in the Postal Bulletin and supplements to the Postal Guide, and postmasters should maintain a current file of such notices for ready reference. If any person presents for payment a money order drawn on a stolen form, he should be detained, if possible, for questioning and the post office inspector and local officers summoned. If the holder of the order flees, his description and that of any accompanying person, the number of State license and make of car, if any, and any other pertinent facts should be recorded by the postmaster or paying clerk. If an inspector is not available, the information should be telegraphed or telephoned to the inspector in charge. When it is discovered that a money order drawn on a stolen form has inadvertently been paid, it should be withheld from the other paid orders and the facts reported to the inspector in charge.

Recovery of Stolen Forms

17. Blank money-order forms recovered after having been reported as stolen shall not be used. In such event, a report of the facts shall be submitted to the Bureau of Finance, Division of Money Orders, and the forms shall be held pending receipt of instructions regarding their disposition.

FEES AND LIMITATIONS

Fees

18. The fees for domestic money orders are as follows:

For orders from:	Cents
\$0.01 to \$5_____	10
\$5.01 to \$10_____	15
\$10.01 to \$50_____	25
\$50.01 to \$100_____	35

The above fees are applicable also to orders drawn on post offices in the countries listed in table 1, article 97 of this chapter.

Limit of Amount

19. The maximum amount for which a single money order may be issued is \$100; but there is no restriction as to the number of domestic money orders which may be issued to the same remitter.

Period of Validity

20. A money order is valid for payment for a period of 1 year from the last day of the month of issue.

ISSUE OF DOMESTIC MONEY ORDERS

Application Form

21. Application for a domestic or semi-domestic money order shall be made on Form 6001. The application shall be examined to ascertain whether all the necessary particulars appear therein and are legibly written. If the remitter is not a resident of the place where the order is issued he should be requested to enter his permanent (home) address at the bottom of his application. Persons in the armed services should be requested to enter their serial numbers and the military or naval unit to which they are assigned.

Postmasters are permitted to furnish from their supplies, free of charge, quantities of the regular application form to business concerns who may desire to have them overprinted at their own expense or send them unchanged with advertising matter to their customers. If they are to be overprinted, the postmaster may obtain a supply of such forms in sheets, each containing 16 applications, by making special requisition on the Bureau of Facilities, Division of Equipment and Supplies, and stating the purpose for which required.

22. *Date and number on application.*—The impression of the dating stamp, the serial number of the order to be issued, the fee to be charged and initials of the issuing clerk, shall be entered on the application before the order is issued.

When two or more orders are issued at the same time for the same remitter in favor of the same payee one application will suffice, but the serial number of each order must be entered thereon.

The "six wheel" numbering machine will be used. Six digits on the application will be sufficient, except that the numbers representing the million digits should be entered at intervals frequent enough to facilitate searching.

Form of Order Used

23. The domestic form shall be used in drawing money orders upon any post office in the United States and its outlying possessions and upon any post office in any of the countries listed in table 1, article 97 of this chapter.

Issue of Money Orders

24. The entries on money orders should be made with pen and black ink, except that the name of the payee may be inserted with rubber stamp. Pencil or typewriter must not be used. Utmost care should be exercised to write all the entries clearly and correctly; illegible entries cause embarrassment, delay, and unnecessary labor in obtaining verification.

25. *Date.*—A clear impression of the office dating stamp will be placed in the spaces marked "Issuing office stamp" on the order and purchaser's receipt. Failure to make a clear impression of the dating stamp, particularly on the purchaser's receipt, may result in embarrassment and much unnecessary labor in handling inquiries and applications for duplicate orders. The date affixed to the order and receipt portion by the issuing employee shall be the actual date of issue.

26. *Expression of amount.*—The amount should be entered in figures in the blocks on the order. When orders are issued for whole dollars only (no cents), the number symbol (#) will be inserted in the "Cents" block.

The proper amount should be checked in the blocks following "Not good for more than largest amount checked."

Immediately following the word "Pay" the number of dollars will be written, in words, and the unused portion of the blank space will be filled with a wavy line. The number of cents will be inserted, in figures, in the space between "Dollars" and "Cents"; if the order is for whole dollars only (no cents), the number symbol (#) will be inserted in this space. If an order is issued for less than \$1, a wavy line will be inserted to fill the space between the words "Pay" and "Dollars."

The amount shall also be entered on the purchaser's receipt.

27. *Name of payee.*—An order shall be made payable to only one person or one firm. If more than one payee is named in the application, the patron shall be required to submit another application naming but one payee. A money order may be made payable to the remitter.

If only the surname of the payee is given, the postmaster shall decline to issue the order unless the payee's street address and house number is given for entry with the

surname in the coupon. The order may be issued however without the street address:

(a) If the single name given is the business name of the payee, as "Masons," "Johnson's Store," or "Madame Saville."

(b) If the payee is designated only by an official title indicative of the capacity in which he is to receive payment, as "Cashier, First National Bank."

(c) If the payee is designated by a name adopted under membership in a religious order, the name and address being so combined as to indicate clearly the person intended, as "Sister Theresa, Academy of Visitation," or "Brother Joseph, St. Anselmo's College."

28. Name of remitter.—While only one person can be named payee of a money order, obligations sometimes rests upon two persons and in such instances both may be named as remitters. In such cases if payment to remitter is desired, both remitters should endorse the order.

29. Street address.—When the order is payable in a city the full address of the payee (street and number) should be entered in the application; but the postmaster shall not decline to issue the order if the applicant does not give such complete address.

30. Address of remitter.—The address of the remitter should not be entered on the money order by the issuing postmaster or clerk, but the remitter may insert his address if he believes it will assist the payee in giving proper credit for the remittance.

31. Initials of issuing employee.—The signature of the issuing postmaster does not appear on the card money order but the postmaster or clerk who actually issues it should affix his initials in the space provided.

When Consent of a Guardian Is Required

32. When notified of the appointment of a guardian, committee, or other person legally designated by a court to act for one adjudged incompetent, a postmaster shall refuse to issue a money order on the application of the ward unless permission is granted by the person in whose care such ward has been placed.

Specimen Signature of Payee

33. When the remitter of a money order purchases it in favor of himself, the issuing postmaster shall inform the applicant that if he is not sure he can prove his identity at the paying office, he may have a specimen of his signature on Form 6339, on the back of which the particulars of the money order shall be entered, mailed to the postmaster at the office at which it is expected the order will be presented. The issuing postmaster shall write or stamp on the back of the money order the words "Specimen

signature of payee sent on Form 6339." When a postmaster has no Form 6339, a slip of paper describing the order and bearing the signature, with a statement from the issuing postmaster that it is the signature of the payee, may be substituted.

When the remitter and payee are different persons the issuing postmaster upon request shall attach a specimen of the payee's signature to Form 6339 and transmit it to the postmaster at the post office where the order probably will be presented, with a statement that it was furnished by the remitter.

These instructions do not relieve a postmaster from exercising proper precaution to avoid wrong payment of a money order.

Funds Acceptable in Purchase of Money Orders

34. Money.—In the transactions of money order business postmasters shall not receive or pay out foreign money, except that at post offices near the border line between the United States and Canada, Canadian money may be received for and used in payment of money orders under such special restrictions as the Bureau of Finance may prescribe. As United States coins are legal tender in any amounts in payment of public and private debts postmasters must not decline to accept them in payment for money orders. Postmasters are at liberty to ask patrons to wrap coins in standard coin wrappings when submitted in quantities but should not refuse to accept them unwrapped.

35. Notes and checks.—Promissory notes shall not be accepted for the issue of money orders. Government paper of any kind (disbursing officers' checks, which include disbursing postmasters' checks in payment for rural delivery service, pension checks, Settlement checks, etc.) may be received from responsible persons whose endorsements thereon the postmaster is willing to guarantee, provided such paper will be accepted at par by the depository to which it is finally remitted. Subject to these conditions, such Government paper, including postal savings system checks, may be cashed with surplus money order funds, and included with the deposit of surplus funds. Postmasters are not required to accept personal checks tendered by patrons as payment for the issue of money orders, and if they do so it is done at their own risk, and they will be held liable on their official bonds for any loss which may result from their being dishonored.

Orders in Payment for C. O. D. Parcels

36. (a) Money orders issued in payment for c. o. d. parcels shall be mailed to the payee (sender of parcel) in a No. 6 penalty envelope if possible on the same day the parcels are delivered. If not, they shall be

issued and mailed without fail on the next business day. Delay in the issuance of money orders after delivery of the c. o. d. parcels will not be tolerated. If an extra coupon to be returned to the sender is attached to the c. o. d. tag it must be enclosed with the money order. The name and address of the sender of the parcel (payee) shall be copied on the envelope from the original c. o. d. tag.

(b) In issuing a c. o. d. money order the name of the sender of the parcel shall be entered as payee on the money order, and the name of the addressee (not the name of the postmaster) as remitter. The order must not be delivered to the remitter, but mailed directly to the payee.

(c) Neither the address of the payee (sender) nor that of the remitter (addressee) shall be written in c. o. d. money orders.

(d) The number of the c. o. d. parcel shall be entered in the space provided for that purpose. The number of the money order likewise should be entered on the c. o. d. tag. When the number of the c. o. d. parcel is omitted or illegible, the word "omitted" or "illegible" should be entered in the space for the c. o. d. number on the money order and Form 3804 enclosed therewith.

(e) A separate money order shall be issued for the charges collected on each c. o. d. parcel, and the number of the order shall be entered on the c. o. d. tag constituting the application. When the charges amount to more than \$100, two money orders shall be issued and the serial number of each order entered on the tag. The c. o. d. number of the article shall be entered on each order and both orders mailed in the same envelope. See chapter XII, article 95, for procedure when name and address of sender is not known.

37. Treatment of c. o. d. tags.—(a) First-class offices.—At each first-class post office, money orders in payment of c. o. d. charges shall be issued by the money order section of the main office. At post offices issuing 25 or fewer c. o. d. money orders daily, the procedure set forth in paragraph (b) of this article shall be followed. At post offices issuing in excess of 25 c. o. d. money orders daily, a separate file of c. o. d. tags constituting the applications for money orders shall be maintained in the money order section. In the issuance of a c. o. d. money order the purchaser's receipt portion shall be completed by inserting the amount of the order and placing an impression of the office dating stamp in the spaces provided therefor; in addition, the last two digits of the c. o. d. serial number shall be written on the purchaser's receipt in the space to the left of the money order serial number.

The purchasers' receipts shall be removed from the money orders, and filed in numerical sequence according to the money order serial numbers together with other applications for money orders on Forms 6001. In the event of an inquiry concerning a specific c. o. d. money order, this file of purchasers' receipts and Forms 6001 shall first be consulted; the related c. o. d. tag may then be located by reference to the last two digits of the c. o. d. number recorded on the purchaser's receipt. Postmasters may set aside a 2 weeks' supply of blank money order forms for c. o. d. orders, or they may withdraw from the regular supply each day a sufficient number of blank forms to cover the c. o. d. requirements.

(b) Second-, third-, and fourth-class offices.—Money orders in payment of charges on c. o. d. mail shall, if practicable, be issued in consecutive order according to the serial numbers on the money orders, so that the tags covering each day's business will be filed together in the money order application file. The blank purchasers' receipts shall be disposed of as waste paper, except that, at those offices where the average number of c. o. d. money orders issued daily exceeds 25, the procedure applicable to post offices of the first class as outlined in paragraph (a) of this article shall be followed.

38. Duplicates of lost c. o. d. money orders.—When a money order issued in payment for a c. o. d. parcel is lost, the issuing postmaster shall prepare, in accordance with articles 77 and 78 of this chapter, an application on Form 6402 for a duplicate, including the number of the c. o. d. parcel in the description of the original order. The certification of issuing postmaster should be appended and the application sent to the regional accounting office for certification and transmission to the Bureau of Finance, Division of Money Orders.

39. C. o. d. money orders not to be repaid.—A money order issued in payment for a c. o. d. parcel may not be repaid to the remitter (addressee of the parcel) without specific authorization from the payee (sender of the parcel), which must be in writing either by endorsement on the order or by letter.

40. Unclaimed c. o. d. money orders.—When a c. o. d. money order is returned unclaimed to the issuing postmaster, it shall be treated as provided in chapter XII, article 98.

Errors and Corrections

41. (a) No alteration, change, erasure, or substitution, either of words or figures, shall be made in issuing a money order. If an error of any kind occurs in issuing an order, and is discovered before the purchaser leaves the post office, no attempt

should be made to change the order in any way, but it shall be treated as "Not issued" and another one issued and delivered to the remitter. No fee shall be charged for an order treated as "Not issued."

(b) If, after the completion of the transaction by delivery to the postmaster of the amount of the order and its fee and the acceptance of the order by the purchaser, the remitter, payee, or other holder of the order should return it for the purpose of changing any of the particulars thereon, it shall be treated as repaid and a new order issued, for which another fee shall be paid. If the order is returned because of a mistake made by the issuing postmaster, the fee for the new order shall be paid by him from his personal funds; or if the remitter prefers the return of the money instead of a new order, the amount of the fee shall be refunded to the remitter from the personal funds of the postmaster.

"Not Issued" Money-Order Forms

42. Definition.—A money-order form shall be treated as "Not issued"—

(1) When the order or purchaser's receipt, through defective printing, mutilation, or disfiguration, is not fit for use.

(2) When a mistake in its issue is discovered before the transaction is completed and before the remitter has left the money-order window.

43. Disposition.—A form included in either of the classes named above shall be canceled by writing across the face of the order the words "Not issued." At second-, third-, and fourth-class offices, these words shall also be written opposite the entry of the serial number on Form 1846 or 1846-A. The serial number of the "Not issued" money order shall be entered on a money order application (Form 6001), which shall be filed in its regular numerical sequence and on which shall be entered the words "Not issued." The spoiled order shall be sent with the account or list in which it would be entered if it were regularly issued (or statement of accountability by first-class offices). In the event two or more consecutively numbered money-order forms are treated as "Not issued," the first and last serial numbers shall be entered on one money order application form. Purchasers' receipts shall be removed from "Not issued" money order forms and destroyed.

Money Orders Payable to Government Agencies

44. General.—Most money orders intended for payment to Government departments and agencies should be made payable to the Treasurer of the United States with the name of the department or agency added thus: Treasurer of the United States (Department of Commerce). Any account, policy number, or other identifying data

should also be added. However, postmasters should not refuse to issue orders if the remitters are unable or are unwilling to furnish the additional information.

45. Purchased by representatives of Departments.—The representatives of certain agencies of the Department of Agriculture, namely, Farm Credit Administration, Farm Security Administration, Federal Crop Insurance Corporation, and the Soil Conservation Service, and bureaus of the Department of Interior, have been instructed to purchase money orders daily for all cash received. They will present identification cards as evidence of their authority. Only one money order application is needed for each day's orders, which shall be issued in multiples of \$100, except the last one when the remaining amount is less than \$100. The numbers of the orders shall be entered on the application. The orders shall be payable to the Treasurer of the United States followed by the name of the agency.

The regular fees shall be charged and the representatives of some agencies are authorized to pay them in cash, but where this is not the case the postmaster shall keep the remitters' receipts on the back of which the agent will sign his name and designate the fiscal or regional office to which the voucher form shall be sent for payment.

At the end of each month the postmaster shall prepare one voucher (Form 1034) in quadruplicate for each agency for the amount of unpaid fees accruing in that month. The original and two copies with the corresponding receipts detached from the money orders shall be forwarded in a penalty envelope to the fiscal or regional office named on the back of the receipts. The quadruplicate shall be retained by the postmaster until a check drawn on the Treasurer of the United States is received in payment.

PAYMENT OF DOMESTIC MONEY ORDERS

46. A domestic postal money order is payable at its face value during the period of validity, which is 1 year from the last day of the month in which it was issued, at any United States post office or branch or station thereof, to the person including the payee, remitter, endorsee, or the legal representative of either, as hereinafter provided, who is entitled to receive the amount. Postmasters and postal employees should endeavor to safeguard the Government and themselves from loss without causing patrons avoidable hardship or inconvenience. When it is necessary to decline or defer payment the postmaster or clerk should explain why and advise the patron how to meet the requirements.

Responsibility for Payment

47. At post offices where more than one person pays money orders each should place his initials on the back of orders paid by him. When payment is made to someone not known personally to the postmaster or clerk, he should also make notation of the evidence of ownership and identity presented by the holder.

Postmasters and paying clerks are held responsible for payments wrongly made by them.

Precautions in Paying Orders

48. *Examination of order.*—When a money order is presented for payment, the paying employee shall examine it to see that it is properly drawn and stamped by the issuing post office, and assure himself that it is not issued on a form reported stolen, and that it is signed by the payee or remitter or by a person authorized by either to receive payment. If 1 year or more has elapsed since the last day of the month in which the order was issued, the order shall not be paid; in such event, the instructions contained in article 83 of this chapter shall be observed.

49. *Use of Form 6006 "Application for advice."*—When a discrepancy is found in the particulars of a money order the postmaster to whom the order is presented for payment shall complete Form 6006 and dispatch it to the issuing postmaster who shall enter the correct particulars on the reverse side of the form and return it to the paying postmaster. The issuing postmaster shall note on the original application that Form 6006 has been furnished. The paying postmaster will file the completed advice.

50. *Precautions against double payment.*—When a money order more than 36 days old is presented at the issuing office for payment or repayment, the postmaster will examine the related money order application to ascertain whether an application for a duplicate has been certified and forwarded. Paying employees at stations and branches will, in case of presentation of such an order, inquire of the main office whether an application for a duplicate has been certified and forwarded. If an application has been certified and forwarded, the postmaster will retain the money order and notify the Bureau of Finance, Division of Money Orders, using Form 6435-A. The Bureau of Finance may then authorize the payment or repayment of the original order, provided a duplicate has not been issued in lieu thereof. If a duplicate has been issued, the postmaster to whom the order was presented will write across it, with ink, the words "Canceled—Duplicate issued." If the person who presented the order then requests the postmaster to return it to him, he may do so; but if not, the

order will be sent to the Bureau of Finance, Division of Money Orders, for disposal.

51. *Discrepancy in amount.*—In any case of discrepancy between the amount entered in the dollars and cents block and that written in words and figures in the body of the order, payment may be made on receipt of advice, Form 6006, naming either of those two amounts, if the order is not otherwise irregular. Pending receipt of advice in such a case, the smaller of the two amounts named may be paid if the payee so desires. For any sum thus advanced, the paying employee shall take from the payee a written receipt and hold it (with the order) as representing a corresponding sum in cash until the required advice is received. The proper amount shall then be paid, and the formal endorsement of the payee obtained on the order itself. If the sum named in the dollars and cents block on the order differs from that paid, the paying employee shall draw a line across that amount and write across the face of the order a statement of the amount paid, thus: "Paid \$-----, in accordance with advice." In addition, the amount paid shall be written above the dollars and cents block. Similarly, if the sum named in the body of the order differs from that paid, he shall write across the face of the order the words "Paid \$-----, in accordance with advice."

52. *Omission of issuing office dating stamp.*—A money order may be paid if the issuing office dating stamp has been omitted, provided the order is regular in all other respects and the payee is known by the postmaster to be a responsible person. In such cases, the paying postmaster shall forward an application for advice (Form 6006) to the appropriate regional distributing office for reference to the issuing postmaster, and hold the endorsed order as cash until the required advice is received. The date and office of issue, as stated in the advice, shall then be entered on the order in the proper space. The advice shall be filed at the paying office and retained three years.

53. *Omission of remitter's name.*—An order may be paid notwithstanding the omission of the name of the remitter, and unless desired by the payee request need not be made for an advice. The remitter's address need not be entered at the time of issue, but he may insert it if he believes it will help to insure proper credit for the order being given.

54. *Difference in name of payee.*—If the name of payee entered on a money order is sufficiently different from that of the person presenting it for payment as to raise the question of ownership, the postmaster to whom presented should apply to the issuing postmaster for an advice, on receipt of which he should make payment if satisfied that the applicant for payment is the

payee intended. When any discrepancy in name occurs, the recipient of payment should sign his name on the back of the order as it appears on the face followed by his correct signature.

55. Omission of amount.—In case the amount is omitted from the dollars and cents block on the order, but appears in words and figures and as there entered is free of alteration, payment may be made and credit taken therefor without sending for advice, provided the amount paid be written by the paying employee on the face of the order, thus: "Paid \$-----." Similarly, if the amount is omitted from the space provided in the body of the order for it to be written in words and figures, but appears in the dollars and cents block and as there entered is free of alteration, payment may be made without sending for advice, provided the amount paid be written by the paying employee on the face of the order, thus: "Paid \$-----." Defects of this kind, however, shall be reported by letter to the Bureau of Finance, Division of Money Orders.

56. Amount expressed improperly.—Payment of an order shall not be withheld because the amount in the body of the order is expressed wholly in figures, if the amount thus expressed is the same as that entered in the dollars and cents block. Words, and not figures, shall always be employed to express the number of dollars in the space provided therefor in the body of the order. The paying postmaster shall report to the Bureau of Finance, Division of Money Orders, every case where figures instead of words have been employed in the space for entry of the number of dollars in the body of the order.

57. Payment in advance of receipt of advice.—If the amount named in the advice is less than either that entered in the blocks or written in the body of the order, and the owner of the order accepts the sum named in the advice, the paying postmaster shall write across the face of the order "Paid \$-----, amount named in advice" and shall also cross out the amount in the blocks and enter immediately above it the amount actually paid. If a larger amount has been advanced under article 51 of this chapter and the recipient refuses to refund the sum overpaid the facts should be reported to the Bureau of Finance, Division of Money Orders.

Likewise if the amount named in the advice is larger than that named in the blocks or body of the order, report should be made to the Bureau of Finance, Division of Money Orders.

58. Discrepancy in c. o. d. order.—When an order issued in payment of a c. o. d. shipment is presented at the shipping office and shows a discrepancy between the amount entered in the dollars and cents

block and that written in the body of the order, the postmaster shall consult his c. o. d. records and pay whichever of the two amounts agrees with those records without awaiting the return of Form 6006, which shall, however, be promptly sent to the issuing office. Upon receipt of the advice, if the amount given as correct is the same as that paid, the form shall be filed. Should the issuing office name another amount as correct, the paying postmaster shall refer the order and returned Form 6006 to the Bureau of Finance, Division of Money Orders, for adjustment. All other provisions of these instructions relating to the payment of money orders, not inconsistent, are to be observed in connection with c. o. d. money orders.

Identification

59. Unless the applicant for payment is personally known by the postmaster or paying clerk to be the owner of the order, he shall be required to prove his identity. Personal identification by a person financially responsible may be required. Letters, receipted bills, drivers' permits, social security cards, and similar articles cannot be accepted as conclusive proof of identity as they are frequently stolen with money orders. However, it is expected that after exercise of reasonable precaution money orders will be paid. In no other way can the public make full use of the money order service. Handling cases of identification requires tact and good judgment. Postmasters and paying clerks should be courteous and patient and avoid attracting unnecessary attention to the transaction. If a clerk is unable to satisfy himself that an applicant for payment is the owner of the order he should bring the case to the attention of his supervisor, who, when necessary, should take the applicant to the postmaster. The postmaster should assist the applicant so far as practicable to establish his identity as rightful holder of the order, but if the former determines to his satisfaction that an attempt to defraud is being made he should, if possible, communicate with a post office inspector without delay.

The initials of the person paying a money order to an individual at the window shall be entered on the back of the order, and if identification is required, the paying employee, for his own protection, shall make a brief notation thereon of the proof of identity furnished.

(See art. 33 of this chapter regarding payee who is also remitter, and specimen signature sent as aid to identification.)

Signatures

60. Signature of payee.—Any signature of the payee not inconsistent with the name given in the order may be accepted by the paying postmaster as sufficient provided he

is satisfied that it is the genuine signature of the payee intended. Before payment, a money order should be signed on the back by the payee (or remitter). If it has been endorsed and payment is to be made to the endorsee he should affix his signature below that of the payee (or remitter) in the endorsement. Such signatures should be in ink, but payment should not be withheld if one or more signatures are in pencil if the paying postmaster is satisfied that they are genuine and the other requirements of payment are met.

61. Signature by mark.—If signature of payee, remitter, or endorsee is by mark it shall be witnessed by a person who can write, and the witness shall be someone other than the postmaster or paying clerk.

62. Signature of officer.—An order drawn in favor of a public officer or officer of a corporation, company, or association, as such, may be paid to his successor, if presented by the latter, who, in receipting for same, shall be required to indicate in writing the capacity in which he acts, thus: "William Jones, Treasurer, successor to George Thompson."

63. Signature when payable to a corporation.—When the payee is a society or corporation, the person who has authority to receive payment of moneys due such payee shall receipt the order in his official capacity, and, if occasion arises, the postmaster may require satisfactory proof of such authority.

64. Stamped signature.—All of the requisite signatures to a money order—those of payee, endorsee, or witness to payment—shall be written preferably in ink; but a stamped signature may be used in place of the written signature of payee or agent of payee in receipts on money orders drawn in favor of, or made payable to, a firm, corporation, association, society, or individual, if the orders so receipted are presented for payment only through a bank and such bank expressly guarantees the signature by rubber stamp or other endorsement on the back of the orders. If not presented for payment through a bank the stamped signature of the firm may be used if beneath it is written the signature of the person receiving payment or executing the endorsement, or the payee may file an agreement on a prescribed form with the postmaster accepting responsibility for correctness of payment. A copy of the agreement shall be forwarded by the postmaster to the Bureau of Finance, Division of Money Orders. Under no circumstances shall endorsement be made by perforation of the order.

65. Signature of agent.—The paying postmaster shall affix or cause to be affixed to the signature of the person receiving payment of a money order such word or words as will explain the right of the person to

collect the amount. For instance, where an order drawn in favor of a company is paid to its local manager, the word "Manager" should appear beneath or opposite his signature.

66. Use of title in signature.—The paying postmaster shall not insist on the inclusion or omission of the title or prefix such as "Dr.," "Rev.," "Prof.," "Madam," or "Mrs.," in the signature to an order, whether or not the payee is designated by such title or prefix.

Payment of Orders to Other Than Payee

67. Transfer of orders.—The payee or remitter of a money order may, by his written endorsement thereon, direct it to be paid to any other person, and the order shall be paid to the person thus designated upon proper identification. When a money order is presented for payment which purports to have been endorsed by the payee to another person and the postmaster is not in a position to judge whether the signature to the endorsement is the genuine signature of the payee, he should require that the endorsement be guaranteed by someone he has reason to believe is financially responsible. A money order shall not be paid to a second person without written transfer or endorsement of the same to such person by the payee or the remitter in the prescribed form provided on the back of the order, except in the following cases:

(a) *On power of attorney.*—When the payee has, by a duly executed power of attorney, appointed some person to collect moneys due or to become due him, in which case the person so appointed should be required, before payment is made to him, to file at the office of payment copy of such power of attorney.

(b) *On separate written order of payee.*—When the payee has filed with the postmaster a separate written order authorizing payment to another person, and designating such person by name as the one to receive payment of and to receipt for any specified order, or for all orders payable by the same postmaster to the payee.

(c) *Upon assignment.*—When a person or firm makes an assignment, and the assignor intends that money orders payable to him shall be paid to assignee, he should execute a power of attorney or give such written order separate from the instrument of assignment, to be filed in the post office. The person designated to receive payment should receipt the money order as such, indicating beneath his signature the capacity in which he acts.

(d) *On death of payee.*—A money order belonging to a deceased remitter or payee may be paid or repaid to the executor or administrator of the estate appointed by a court. A certified copy of the appointment shall be filed with the postmaster. If the

estate is small and administration is not desired, the claimant should submit a copy of standard Form 1055, which should be sent by the postmaster to the Bureau of Finance, Division of Money Orders, for instructions. Payment will be made in accordance with the laws of the State of which the decedent was a resident. Funeral expenses and the doctor's bill for services rendered the decedent during the last illness are prior claims and money orders in the estate may be paid to the undertaker and physician without submission of Form 1055, unless the accounts are disputed, and the orders are not invalid by reason of age.

(e) *To concern which has ceased to exist.*—A money order payable to a firm, association, or company which has ceased to exist shall be paid to the legal representative thereof.

(f) *To committee or guardian.*—When a committee, guardian, or other person is appointed by a court to act for a person declared incompetent, money orders shall not be paid to the ward. All money orders showing the ward as payee or endorsee shall be paid only to the committee, guardian, or other duly designated person, who shall exhibit to the postmaster the authority thus to act for the ward. Such money orders shall be receipted in the name of the ward, followed by the signature and legal designation of the committee, guardian, or other authorized agent.

(g) *To minors.*—A money order payable to a minor may be paid to the father or mother thereof as natural guardian, unless legal proceedings have been instituted which make questionable the claim of the father or mother, in which case the facts should be reported to the Bureau of Finance, Division of Money Orders.

68. Propriety of instruments of transfer.—Powers of attorney, assignments, or other instruments authorizing the payment of money orders to persons other than the payees, remitters, or endorsees must be clear and specific and properly executed. In case of doubt the postmaster should submit the instrument to the Bureau of Finance, Division of Money Orders, for instructions.

69. Substitution of endorsement.—The payee or the remitter of an order, but no one else, may substitute any other name for one which he has already written by mistake in the body of the first endorsement thereon, and payment may be made to the person whose name has thus been substituted, if the order is regular in other respects.

70. Payment to banks.—A fundamental procedure of the card money-order system is for money orders cashed at or deposited in banks to be sent through banking channels to the Federal Reserve Bank of that region, instead of being presented for payment at the local post office. In those cases, however, in which a bank prefers to

obtain payment of money orders locally the postmaster should pay the orders and dispose of them in the same manner as other paid orders. In such cases the money orders should be backstamped by the bank guaranteeing correctness of payment.

71. More than one endorsement.—An original or duplicate money order bearing more than one endorsement is invalid in the hands of anyone other than the remitter, payee, or first endorsee. The holder of such an order, if he is the second or any subsequent endorsee, to obtain the amount thereof, shall make application for a duplicate or triplicate, as the case may be, and furnish such proof as the Post Office Department may require relative to the genuineness of the endorsements.

Application for a duplicate of an illegally endorsed, mutilated, or defaced money order shall be made on Form 6402 at the issuing post office and recorded there. The application with the money order attached then will be sent to the Bureau of Finance, Division of Money Orders.

72. Superfluous signatures and endorsements.—If a money order is presented by the remitter, payee, or first endorsee payment may be made and any unnecessary signatures or endorsements may be canceled.

Wrong Payment of Money Orders

73. If an order is paid to the wrong person through lack of precaution at the paying office, the postmaster or other paying employee will be held accountable for the amount of the order.

In case of the wrong payment of a money order, the Department will endeavor to recover the amount for the owner, provided the wrong payment did not result from the fault of the remitter, payee, or endorsee.

When an allegation of wrong payment reaches the paying postmaster he shall request a photostat of the order from the regional accounting office. If after examination of the photostat the claimant denies receipt of the payment an affidavit on Form 6337 should be taken and forwarded with the photostat to the inspector-in-charge.

Stamping Paid Orders

74. Immediately after payment the date of payment shall be stamped on the back of the money order. Care should be taken to see that the date is legible.

Postmasters at central accounting offices will so backstamp orders paid at their post offices but not orders received as remittances from other post offices.

When Orders Shall Not Be Paid

75. Payment of money orders shall be withheld under the following circumstances:

(a) When the order is presented after the expiration of 1 year from the last day of the month of its issue.

(See art. 83 of this chapter as to payment of such orders.)

(b) When the person presenting the order is a second or subsequent endorsee.

(See art. 71 of this chapter as to payment of orders more than once endorsed; art. 69 of this chapter as to disregard of endorsements when presented by original payee.)

(c) When a money order is presented by a person for whom a guardian has been legally appointed and the postmaster has been notified of such appointment. (See arts. 32 and 67 (f) of this chapter.)

(d) When request is made by the issuing postmaster or by the remitter that payment be withheld for sufficient time to enable the remitter to furnish proof that the order was purchased by him through false representations or other fraudulent action of the payee, or that the payee is engaged in conducting a scheme or device for obtaining money through the mails by false or fraudulent pretenses, representations, or promises, the postmaster to whom the order is presented for payment shall withhold payment and forward the request, together with the proof furnished, to the Bureau of Finance, Division of Money Orders. When the payment of a money order is not being withheld under the conditions just stated nor its payment forbidden by fraud order, the order shall be paid notwithstanding the protest of the remitter.

When a "Fraud" order has been issued by the Postmaster General against any person or firm, money orders may not be paid to that person or firm or to any agent of such person or firm.

(e) When a money order issued in return for a c. o. d. parcel is presented by the remitter (addressee of the parcel) and the order is not endorsed to him by the payee or accompanied by a written order signed by the latter expressly authorizing payment to the remitter.

Inquiries Concerning Payment of Money Orders

76. Inquiries concerning the payment of money orders shall be made on Form 6401, to the regional accounting office. Inquiries should not be sent until 15 days after issue of the order.

DUPLICATE DOMESTIC MONEY ORDERS

Application

77. Duplicate money orders will be issued only by the Department and not by postmasters under any circumstances. Any postmaster may accept from the remitter, payee, or endorsee an application (Form

6402) for a duplicate of a lost or destroyed money order, mutilated money order, or one rendered void by too many endorsements, within one year from the last day of the month of issue of the original. If the Form 6402 is filed at a post office other than the one that issued the original order, it will be transmitted to the issuing office for certification. (See article 83 of this chapter for orders over 1 year old.)

When application May Be Accepted

78. The postmaster at the issuing office shall not certify or forward an application for a duplicate order prior to the expiration of 36 days following the date on which the original was issued and not prior to the seventy-fifth day if the remitter or payee is a member of the Armed Forces. An application may be accepted, certified, and forwarded at once if the mutilated order accompanies it or the person in whose favor the application is made shall execute a good and sufficient bond of indemnity (Form 6116) in a penal sum not less than the amount of the order, conditioned upon the refund of the amount paid on the duplicate in the event that after payment thereof any other person shall establish a valid claim to the original order, or in case the original has been paid to the rightful owner.

Consent of Payee or Endorsee

79. (a) A duplicate of an order lost before endorsement shall be issued to the payee upon his application, but if the order was endorsed the consent of either payee or endorsee shall be obtained before the duplicate is issued to the other; likewise, if the remitter applies for a duplicate in his favor, a waiver of claim by the payee and endorsee, if any, shall be obtained unless the order was lost before mailing or the mutilated order accompanies the application. The consent of payee or endorsee may be obtained either on the reverse of Form 6402 or on Form 6045-B.

(b) When an application for a duplicate order contains one of the forms of waiver of claim required by the preceding paragraph, the genuineness of the signature thereto shall be certified by the postmaster at the place where the payee or endorsee resides. Other postmasters shall aid, so far as they may be able, in obtaining the waiver required by these instructions. If the payee or endorsee is dead, his legal representative shall sign the form and shall be required to exhibit to the postmaster who certifies to such waiver the documentary evidence of his authority to act in that capacity. After the lapse of a reasonable time, if the payee or endorsee, or his legal representative, cannot be found, satisfactory evidence of that fact shall be forwarded to the Bureau of Finance, Division of Money Orders, with the application for duplicate. A blank

bond of indemnity, in a penal sum of the amount of the lost order, shall then, if necessary, be sent to the remitter for execution and return to the Department. The condition of such bond shall be that if, after the issue and payment of a duplicate to the remitter, any other person shall establish a valid adverse claim to the original order, the amount paid on the duplicate will be refunded to the Department upon demand.

(c) When an application is made by the remitter of a lost order for a duplicate thereof payable to himself, if the payee will not sign consent to repayment, the postmaster before whom the payee appears shall complete and certify to an application signed by the payee or endorsee for a duplicate to be drawn in favor of such applicant and, after writing across the face of the first application the words "Consent for duplicate in favor of remitter refused," shall send both applications to the postmaster at the office of issue. The latter shall then notify the remitter that the payee or endorsee demands the duplicate order, and, after changing his records and destroying the application in favor of the remitter forward the application in favor of the payee or endorsee.

Certification of Application

80. (a) In certifying an application for a duplicate order, the issuing postmaster shall compare the particulars of the order as entered therein with the remitter's application from which the original order was issued, to see if all particulars are correctly given. When the application for duplicate is certified by the issuing postmaster, the following shall be written or stamped across the remitter's application from which the original order was issued: "Duplicate applied for in favor of _____ (remitter, payee, or endorsee, as the case may be), _____ 19____."

(b) Upon completion, each Form 6402 (including those accompanied by a bond of indemnity or by a mutilated, defaced, or illegally endorsed money order) will be forwarded to the regional accounting office which serves the region in which the issuing office is located, for certification and transmission to the Bureau of Finance, Division of Money Orders.

Recovery of Lost Order

81. (a) When a money order alleged to have been lost comes into the possession of the remitter, payee or endorsee thereof after application for a duplicate has been made, the postmaster to whom the order is presented shall notify the Bureau of Finance, Division of Money Orders, using Form 6435-A. If a duplicate has not been issued in lieu thereof, the Department may then authorize the payment or repayment of such original order. If a duplicate has

been issued, the postmaster to whom the order is presented shall write across it the words "Canceled—Duplicate issued." If the person who presents the order requests the postmaster to return it to him, he may do so; but if not, the order shall be sent to the Bureau of Finance, Division of Money Orders, for disposal.

(b) If the money order for which a duplicate is requested was sent in an ordinary (not special delivery) letter and lost in transit, Form 1510 should be completed in accordance with the instructions relating to the use of Form 1510, and if the payee indicated on the application for a duplicate that the money order was not received, no further inquiries need be made of him or the postmaster at the office of address before referring both copies of Form 1510 to the proper post office inspector in charge. In the event the money order was sent by registered or special delivery mail, Form 1510 shall be sent to the office of address.

Payment of Duplicate Orders

82. A duplicate money order may be paid at any post office, under the same conditions governing the payment of original money orders.

APPLICATION FOR PAYMENT OF INVALID ORDER

83. (a) Domestic money orders shall not be paid at any post office after 1 year from the last day of the month of issue of such money orders. A duplicate money order becomes invalid if not presented for payment within 1 year from the last day of the month of issue of the original.

(b) The holder of an original or duplicate money order which remains unpaid after the lapse of 1 year from the last day of the month of issue of the original, in order to obtain payment of the amount thereof, shall present such original or duplicate order to the postmaster at any office, who will assist the patron in completing an application for a settlement check, Form 6403, attach the order thereto, and forward it directly to the Bureau of Finance, Division of Money Orders. However, if the original order is not available, the application should be sent to the issuing postmaster, who will compare the particulars on Form 6403 with the remitter's application on Form 6001, and if correct, he will certify in the space provided for that purpose and transmit the Form 6403 to the Bureau of Finance, Division of Money Orders. If the Department is satisfied that the order has not been paid or repaid and that the applicant is entitled thereto, a settlement check for the amount thereof, drawn on the Treasurer of the United States, will be issued without charge to the applicant and mailed to his address.

(c) The Department, however, before issuing a settlement check for the amount of an invalid money order, whether to the remitter, payee, or endorsee, or legal representative, heirs, or assigns of either, may require him or them to furnish a bond of indemnity in a penal sum of the amount of the money order, for the purpose of securing the Department against loss in the event that any other person shall establish a valid adverse claim to the order. In case the owner of the money order is deceased or incompetent, application shall be made by the legal representative of the deceased or incompetent person by executing Standard Form No. 1055. When application is made by an administrator or executor, a legal representative of an insolvent bank or firm, or an assignee or trustee, the applicant shall be required to furnish the Department documentary evidence of the appointment to act in that capacity.

(d) The instructions governing applications for duplicate money orders, where not inconsistent, shall apply to applications for settlement checks.

MONEY ORDER BUSINESS ON RURAL ROUTES

Conduct of Business at Rural Stations

84. Money orders shall be issued by clerks in charge of rural stations, under the direction of the postmasters at the offices to which the stations are attached.

85. Cashing money orders.—Clerks in charge of rural stations may with the approval of the postmasters pay money orders, and in such cases the paid orders shall be treated as having been paid at the main office.

86. Remittance and reports.—Clerks in charge of rural stations shall remit daily to the main office all money order funds accruing at the stations. They shall also render to the postmaster daily reports on Form 6019 of the money-order business transacted.

Purchase of Money Order Through Rural Carrier

87. Money order supplies for rural carriers.—Each rural carrier shall be furnished with a supply of money order applications for the use of remitters, and with a book of receipts (Form 6387) to be given by him for money entrusted to him for the purchase of orders.

The postmaster shall number consecutively in ink all of the forms and stubs in each receipt book before it is given to the carrier for use. The numbers shall begin with No. 1 for both receipt and stub when the route is established and be continued consecutively through succeeding books until No. 500 is reached, when the series shall again begin with No. 1.

88. Applications received by rural carriers.—Rural carriers while serving their routes shall take applications for money orders, accept the amounts to be sent, plus the fees, and give receipts therefor. On the back of each application the carrier shall write over his signature the number of the receipt given by him to the remitter. In case the amount tendered exceeds the amount required and the carrier cannot make change, he shall request the patron to meet him on his next trip for the return of the excess amount received, which amount the carrier shall not in any case leave in the patron's box.

89. Funds improperly deposited in rural mail boxes.—Patrons who deposit money in mail boxes, instead of paying it to a carrier and obtaining his receipt, do so at their own risk and should be so informed. If, however, the money is left in a box the carrier shall deliver it to the postmaster with an application on Form 6001. When forwarding the remitter's receipt the postmaster should call the attention of the sender to the provisions of this article and enclose one or more applications.

90. Where orders are to be issued.—When application for a money order is made through a rural carrier, the order shall be procured only at the post office or station to which he is attached; except that the amount collected on a c. o. d. parcel and the receipted tag shall be given to the postmaster from whom the carrier received the parcel.

91. Disposition of funds and issuance of orders.—Immediately after returning to the post office to which he is attached, the rural carrier shall give to the postmaster, or the clerk designated for the purpose, his book of receipts (Form 6387). If any applications for money orders have been received on the trip these and the money therefor, including fees, shall also be turned over at this time and the postmaster or clerk shall issue the orders.

92. Carrier's record.—The date, number, and amount of each order purchased through a rural carrier shall be entered by the issuing employee on a stub of the receipt (Form 6387). The stub shall be signed by the postmaster, or in his name by the issuing clerk, and constitute the postmaster's receipt to the carrier for the money.

If a receipt form is spoiled, and therefore not delivered to an applicant, the word "Spoiled" shall be written on the stub and on the receipt by the carrier, and the receipt shall be delivered to the postmaster.

After all the receipt forms in a book have been used, the carrier may turn the stubs over to the postmaster for preservation; or the carrier may, if he desires, retain the stubs himself for his own protection.

93. Delivery of order to applicant.—A money order with the receipt attached, is-

sued on an application presented through a rural carrier shall, if possible, be delivered personally to the applicant or his duly authorized representative when the carrier makes his next regular trip, but the carrier should not leave his route for this purpose. If personal delivery is not practicable, the order and receipt may be enclosed in a penalty envelope addressed to the applicant and deposited in the applicant's mail box.

94. Forwarding order to payee.—When the applicant requests that the order be mailed to the payee, the rural carrier shall deliver to the postmaster an addressed envelope furnished by the remitter with the proper postage affixed, in which the postmaster shall mail the order direct to the payee. No extra fee shall be received for such service.

When the order is mailed direct to the payee the money order receipt shall be mailed in a sealed No. 4 penalty envelope to the remitter.

Exchange of Funds and Applications From One Carrier to Another

95. When a rural carrier is required to deliver his collection of mail to another carrier to be taken to a post office or station, he shall also deliver to that carrier the money-order applications received by him with the money for the orders and take receipt therefor in each case on Form 6387, changing the same to read as follows:

Received of _____ (remitter), through _____ (rural carrier No. _____), the sum of _____, etc.

The carrier who originally received the application and money shall keep this receipt attached to the stub of the receipt given to the remitter. The postmaster of the office to which the carrier is attached shall receipt on Form 6387 to the carrier presenting the application and money.

Payment of Money Orders Through Rural Carriers

96. A money order drawn in favor of a person residing on a rural route may, as a matter of accommodation, be paid through the carrier serving the route; but the carrier shall not in any case ask for or accept any fee or compensation for collecting the amount of an order.

The payee in such case shall deliver the money order to the rural carrier together with a separate request, addressed to the paying postmaster, in the following form: "Please pay to _____, carrier, for delivery to me, the amount of money order No. _____ this day handed to him by me for collection."

Such request, properly dated, may be made wholly in writing or on Form 6387-A.

Upon receiving the money from the postmaster, the carrier shall execute a receipt

therefor on the back of the request, which shall then be filed.

Upon delivery of the money by the carrier to the payee, the latter shall be required to endorse the order; and the order shall then be turned over by the carrier to the postmaster to be treated as other paid orders.

If the payee has receipted the order before delivering it to the carrier for collection, the carrier when paying the money shall procure from the payee an additional receipt, which shall be filed by the postmaster. The money must not be left in the patron's mail box.

DOMESTIC-INTERNATIONAL MONEY ORDERS

97. As far as practicable the instructions concerning domestic money-order business shall govern the transaction of business with the countries named in table 1, of this article, except as modified herein.

Money orders intended for payment in these countries and issued by them for payment in the United States are known as domestic-international money orders.

TABLE 1

Countries with which the United States maintains direct exchange of money orders on the domestic basis:

Antigua.	Dominica.
Bahamas.	Grenada.
Barbados.	Jamaica.
Bermuda.	Montserrat.
British Guiana.	Nevis.
British Honduras.	Saint Kitts.
British Virgin Islands.	Saint Lucia.
Canada.	Saint Vincent
Canal Zone.	Trinidad.
Cuba.	Tobago.

Fees and Limitations

98. The domestic fees and limitations apply to domestic-international money orders. (See art. 18 of this chapter.)

Forms To Be Used

99. Money orders intended for payment in any of the countries named in table 1, shall be drawn on the domestic form and delivered to the remitter for transmission to the payee.

Issuance of Domestic-International Money Orders

100. Except for orders intended for payment in Canada the instructions concerning domestic money-order business shall govern the issuance of money orders for payment in countries named in table 1.

101. Applications.—Applications for the issue of domestic-international money orders shall be made on Form 6001.

102. Money orders intended for payment in Canada.—Upon presentation of an application for a money order intended for payment in Canada, the current authorized discount table shall be consulted. Before drawing the order, the issuing clerk *must* enter on the face of the application the equivalent in United States currency of the amount stated in Canadian money, which will show that the remittance is intended for payment in Canada and that the proper discount has been allowed. In issuing the money order, the amount received in United States money shall be inserted in the dollars and cents block of the order, and the initials "U. S." shall be inserted in the space to the left of the dollars and cents block. The correct amount in Canadian money, as indicated in the proper discount table, but in no case in excess of one hundred dollars (\$100), will be written in the space "Pay ----- dollars ----- cents" and the word "Canadian" will be written immediately above the word "dollars" appearing in that space. In indicating the amount of the order by check mark (V) in one of the squares to the left of the dollars and cents block, the check mark will be placed in the space indicating the amount that is equal to or next higher than the amount of the order in *United States money*.

Payment of Foreign Issue Domestic-International Money Orders

103. (a) When a domestic-international money order is presented for payment, the postmaster shall examine it to see that it is properly drawn on a post office in the United States, signed and stamped. If the order was issued in a country which furnishes an advice, the advice must be on file and comparison made to ascertain that it corresponds in every particular with the order. Advices are required from all countries named in table 1, except Canada, Canal Zone, Cuba, and Jamaica. Unless an order is drawn on a post office in the United States, payment should be refused and the order returned to the holder.

Local banks should be requested to present domestic-international orders, including Canadian punched card orders, to the local post office for reimbursement.

(b) A money order issued in Canada, Canal Zone, Cuba, or Jamaica for payment in the United States may be paid at any post office. A money order issued in any other country named in table 1 for payment in the United States may be paid only at the office on which drawn. However, if such an order is presented at another office the postmaster shall forward it to the Bureau of Finance, Division of Money Orders, for necessary correction which will enable him to effect payment at his office upon return of the order and advice.

Endorsement

104. Unless specifically stated on a money order issued in a country named in table 1, the number of endorsements thereon is limited as in the case of United States domestic orders. The instructions governing the payment of domestic orders to endorsees, attorneys, and legal representatives apply also to orders issued in those countries. A bank stamp is not considered an endorsement.

Treatment of Advice and Coupon

105. Immediately after paying an order the date of payment shall be stamped on the order, advice or coupon in the spaces provided for that purpose. All advices and coupons of money orders paid shall be filed alphabetically.

Disposal of Paid Money Orders

106. At post offices other than central accounting, domestic-international money orders issued in the countries named in table 1 and paid in the United States shall be remitted with the next deposit of surplus funds to the central accounting office. At central accounting offices all such orders shall be listed on Form 6014 and dispatched semimonthly to the Post Office Department, Bureau of Accounts, Washington 25, D. C.

Repayment

107. A domestic-international money order may be repaid before it has become invalid by reason of age, provided an application for a duplicate has not been certified thereto. An order intended for payment in Canada shall be repaid in the United States for the amount in United States money only.

Duplicate Domestic-International Money Orders

108. (a) When an application is made for a duplicate of a United States money order payable in any of the countries named in table 1, the postmaster shall enter all the particulars on Form 6402, and after certifying to its correctness, mail it directly to the regional accounting office which serves the region in which the issuing office is located for certification and transmission to the Bureau of Finance, Division of Money Orders. Applications for duplicates of orders intended for payment in Canada shall show both the United States and Canadian currency. The signature of the remitter is not necessary when a duplicate is applied for by the payee.

(b) When application is made for a duplicate of a lost order issued in any country named in table 1, the particulars of the order should be entered on Form 6402, and mailed to the Bureau of Finance, Division of Money Orders, which will request a duplicate money order from the

country of origin. The postmaster drawn on should make a suitable record showing that a duplicate has been applied for in favor of ----- (payee or remitter).

(c) Duplicates of money orders issued in any of the countries named in table 1 should not be mailed to the payee when received by the paying postmaster, but should be held by him and the payee notified to call and obtain payment. If the payee does not call within 30 days, the duplicate should be returned to the Bureau of Finance, Division of Money Orders. Upon payment of duplicates which have coupons, as in the case of Canal Zone, Cuba, and Jamaica, they should be detached and retained on file as records of payment.

Invalid Orders

109. (a) When an order issued in the United States and intended for payment in one of the countries listed in table 1 becomes invalid by reason of age and payment or repayment is desired, application for a settlement check shall be made on Form 6403 and after certifying to its correctness the postmaster shall mail it to the regional accounting office which serves the region in which the issuing office is located for certification and transmission to the Bureau of Finance, Division of Money Orders, as provided in article 83 of this chapter. For orders intended for payment in Canada, Form 6403 should show both the United States and Canadian currency.

(b) When a money order issued in any of the countries listed in table 1 is presented for payment after the period of validity has expired, or when an inquiry is made regarding an invalid order alleged to have been lost, the postmaster shall forward the order or inquiry to the Bureau of Finance, Division of Money Orders.

Invalid Advices

110. At the end of 1 year from the last day of the month of issue, advices of orders which were issued in any of the countries listed in table 1, and which remain unpaid shall be sent to the Bureau of Finance, Division of Money Orders.

Inquiries

111. If within a reasonable time after the issue of an order intended for payment in any of the countries named in table 1, including Canada, the remitter informs the postmaster that it has not been paid, inquiry on Form 6401 may be sent to the regional accounting office which serves the region in which the issuing office is located.

Canadian Postal Notes Not Payable in the United States

112. If a Canadian or other foreign

postal note is presented at any post office in this country, the postmaster shall decline to pay it and advise the holder to return it to the sender for redemption or exchange for a money order payable in the United States.

Correspondence

113. When request for correct particulars of a domestic-international money order is received by a postmaster in the United States, Form 6006 shall be completed and sent directly to the postmaster in the country of origin. The same form shall be used to obtain the correct particulars of a money order issued in any country named in table 1.

Upon receipt of an inquiry from the issuing postmaster in one of those countries concerning payment of an order, the paying postmaster in this country shall promptly forward the desired information to him.

All other correspondence shall be referred to the Bureau of Finance, Division of Money Orders.

INTERNATIONAL MONEY ORDERS

International Money Order Offices

114. International money-order business, i. e., where the international money-order forms are used and the advices sent through exchange offices, shall be transacted at all post offices of the first and second classes but only at such offices of the third and fourth classes as may be designated by the Bureau of Finance, Division of Money Orders. Each of these offices is supplied with a copy of the publication, List of International Money Order Offices (Form XIV), which should be carefully consulted in regard to the correct issue of international money orders.

Postmasters who have not been authorized to transact international money-order business shall not issue money orders for payment in any foreign country except those listed in table 1 of article 97 of this chapter. When a patron applies at a domestic office for a money order payable in any other foreign country, he should be directed to the nearest international money-order office.

Applications for authority to transact international money-order business shall be addressed to the Bureau of Finance, Division of Money Orders.

Fees

115. Fees for money orders drawn on the international form for payment in countries listed in tables 2, 3, and 4, articles 116 and 117 of this chapter, are as follows:

For orders from—	Cents
\$0.01 to \$10_____	\$0. 10
\$10.01 to \$20_____	. 20
\$20.01 to \$30_____	. 30
\$30.01 to \$40_____	. 40
\$40.01 to \$50_____	. 50
\$50.01 to \$60_____	. 60
\$60.01 to \$70_____	. 70
\$70.01 to \$80_____	. 80
\$80.01 to \$90_____	. 90
\$90.01 to \$100_____	1. 00

Direct Exchange

116. Direct exchange of money orders is in operation between the United States and the countries named in tables 2 and 3, following:

TABLE 2

Countries with which the United States maintains direct exchange of money orders on the international basis and payment made on original orders. (The order given to the remitter to be mailed to the payee.)

Cape Verde Islands.*

Commonwealth of Australia:

Consisting of—

New South Wales.

Queensland.

South Australia.

Tasmania.

Victoria.

Western Australia.

Hong Kong.* ²

Ireland.

Malaya (Federation of) and Singapore.* ¹

New Zealand.

Union of South Africa:

Consisting of—

Cape of Good Hope.

Natal and Zululand.

Orange Free State.

The Transvaal.

TABLE 3

Countries with which the United States maintains direct exchange of money orders on the international basis, business being conducted through exchange offices and payment made on orders reissued by an exchange office of the paying country. (A receipt only is given the remitter.)

Albania.*

Argentina.

Austria.

Belgium.

Brazil.

Bulgaria.*

Chile.

China.*

Colombia.

Costa Rica.

Czechoslovakia.

*Money-order business temporarily suspended.

Denmark.

Finland.

France and Algeria.

Germany.³

Great Britain and Northern Ireland.

Greece.

Guatemala.

Honduras (Republic of).

Hungary.

Iceland.

Italy.

Japan.

Lebanon.

Luxemburg.

Mexico.

Netherlands.

Norway.

Peru.

Philippines (Republic of).

Poland.

Rumania.*

Salvador.

Spain.*

Surinam.

Sweden.

Switzerland.

Syria (Republic of).⁴

Thailand.

Tunis.

Uruguay.

Yugoslavia.

Indirect Exchange

117. In table 4, following, are listed the names of the countries or localities to which money orders may be sent through the intermediary of one of the countries listed in tables 2 and 3 of article 116 of this chapter. (See also "International List," Form XIV.)

TABLE 4

Aegean Islands.⁵

Andorra.*

Angola.*

Arabia (Aden).

Azores.

Basutoland.

Bechuanaland Protectorate.

Belgian Congo.

British Cameroons (Victoria).

British Central Africa (or Nyasaland Protectorate).

British East Africa, comprising Kenya Colony and Protectorate, and the Uganda Protectorate.

British Togoland.

¹ Malaya comprises Johore, Kedah, Kelantan, Malacca, Negri Sembilan, Pahang, Penang, Perak, Perlis, Selangor, Trengganu, and Singapore.

² Hong Kong is not a part of the Republic of China.

³ Money-order service is in effect with the American, British, and French Zones of Germany and the Western Sector of Berlin only.

⁴ Syria comprises, Aleppo, Damascus, Euphrates, Hama, Hauran, Homs, Jebel Druz, Jezireh, and Latakia.

⁵ Certain islands only.

Brunei.*
 Burma.
 Canary Islands.*
 Ceylon.
 Curacao.
 Cyprus (certain places only).
 Egypt.
 Eritrea, Africa.*
 Falkland Islands.
 Fanning Island.
 Faroe Islands.*
 Fernando Po.*
 Fiji Islands.
 Formosa.*
 French Cameroons.
 French Equatorial Africa, consisting of
 Gabon, Middle (Moyen) Congo,
 Oubanghi-Chari, Tchad.
 French Guiana.
 French Togoland.
 French West Africa, consisting of Daho-
 mey, French Guinea, French Sudan,
 Ivory Coast, Mauretania, Niger Colony,
 Senegal, Upper Volta.
 Friendly Islands (or Tonga).
 Gambia, West Coast Africa.
 Gibraltar.
 Gilbert and Ellice Islands.
 Goa, Malabar Coast.
 Gold Coast Colony.
 Guadeloupe.
 Hejaz.*
 India.
 Indochina.*
 Iran (formerly Persia) (certain places
 only).
 Iraq (Mesopotamia).
 Kenya (Colony and Protectorate of).
 Ladrone or Marianne Islands.
 Libya, Africa.*
 Liechtenstein (Principality of).*
 Macao.*
 Madagascar, consisting of Madagascar and
 the Anjouan and Comoro Islands.
 Madeira.
 Makatea, Oceania.
 Malta.
 Marshall Islands.*
 Mashonaland.
 Matabeleland.
 Mauritius (Port Louis).
 Mesopotamia or Iraq.
 Morocco (for French soldiers and citizens).
 Morocco (for Spanish soldiers and citi-
 zens).*
 Morocco (for all others).
 Mozambique.
 Nauru (or Pleasant Island).
 New Caledonia.
 New Guinea (Mandated Territory).
 Niger Colony.
 Nigeria.
 Norfolk Island.
 North Borneo.
 Nyasaland Protectorate.

Pakistan.
 Papua—New Guinea.
 Persia (now known as Iran).
 Persian Gulf (Ormara, Panjgur, Pasni, and
 Turbat).
 Pescadores Islands (or Bokoto).*
 Portugal.
 Raiatea, Oceania.
 Reunion.
 Rhodes (Island of).
 Rhodesia (Northern and Southern).
 Rodrigues (Island of).
 Saint Helena.
 Saint Pierre and Miquelon.
 Samoa (Western).
 Sarawak.
 Savage Island (Niue).
 Seychelles Islands.
 Sierra Leone.
 Solomon Islands.
 Somali Coast (French).
 Somaliland (British).
 Somaliland (Italian East Africa).*
 Southwest Africa Protectorate.
 Spanish Guinea.*
 Sudan (Anglo-Egyptian).*
 Sudan (French).
 Swaziland.
 Tahiti (Island of).
 Tanganyika Territory.
 Tibet (Gyantse, Pharijong, and Yatung).
 Togoland (British).
 Togoland (French).
 Tonga or Friendly Islands.
 Tripoli, Barbary, Africa.*
 Uganda Protectorate.
 Zanzibar.

Exchange Offices

118. Where dissimilarity of languages, monetary systems, organization, or methods necessitate that course, money orders are exchanged with countries through exchange offices acting for each country. To these offices all advices and coupons of issued orders shall first be sent for verification and for correction of errors. The particulars of the advices shall then be entered on descriptive lists which form the basis of accounts. The lists shall be numbered consecutively, and each entry therein designated by two numbers, one assigned by the exchange office according to the sequence of advices as entered in the list and known as the international number, and the other the serial number of the money order.

In all correspondence regarding international money orders, the international number, if known, shall be stated as well as the original number.

The following offices are authorized to certify money orders of United States issue:

(a) New York for all countries in Africa, Europe, and South America; also for Cape Verde Islands, Lebanon, Malaya, Syria, and Thailand.

*Money-order business temporarily suspended.

(b) New Orleans for the countries of Central America.

(c) El Paso and Laredo, for Mexico.

(d) San Francisco for China, Japan (except as noted in subparagraph (e)), the British Colony of Hong Kong, New Zealand, Philippines, and the Commonwealth of Australia, consisting of New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia.

(e) Seattle for Japan only, for all offices in Alaska, Idaho, Minnesota, Montana, North Dakota, Oregon, and Washington.

(f) Honolulu for trans-Pacific countries for offices in Hawaii only.

(g) The postmaster at Pago Pago, Tutuila, Samoa, is authorized to certify his own orders to trans-Pacific countries.

(h) Guam for orders issued in Guam and Wake Island payable in the Philippines.

Issue of International Orders

119. Detailed instructions on the issuance and disposition of the component parts of international money orders are given in Form XIV "List of International Money Order Offices."

It is highly important that all employees assigned to the issuance of international money orders thoroughly familiarize themselves with the instructions contained therein.

120. Application.—Application for an order payable in any foreign country named in tables 2, 3, and 4, shall be made on Form 6701, or on Forms 6701-A to 6701-N.

A postmaster may advise an applicant for an international order, but shall not fill in the form of application, except in the cases of money orders issued in payment of c. o. d. parcels. If the applicant is unable to write, he should request someone not connected with the post office to prepare the application. Should a postmaster disregard this caution and an improper payment result therefrom, he will be held accountable for the amount.

121. Examination of application.—Every application for an international order shall be examined and the remitter required to furnish all necessary particulars. There should be no misunderstanding in regard thereto.

The full name and exact address of the payee shall be stated, including the name of the city, town or village, and country, and also the name of the canton, department, or district, as the case may be. When entered in the application form, the payee's address should be exactly the same as that on the letter conveying the order or notice of its issue to the payee.

When the payee resides in a town or city, the name of the street and the number of the house shall be given if possible.

If the person to whom the money is to be sent is a soldier, his rank, company, regiment, and branch of the service (Infantry, Cavalry, Artillery, etc.) shall be stated, in addition to the name of the place where he may be stationed.

If the payee is a sailor, his rank or rating and the name of the ship on which he is serving shall be stated, in addition to the name of the place where the vessel was stationed at latest accounts.

If the payee is a woman, it shall be stated whether she is single, married, or a widow. If married, her own given name (not that of her husband), as well as her name by marriage, should be furnished.

122. Preparation of advice.—The greatest care shall be exercised to copy in the advice every detail given in the original application. The omission of something seemingly unimportant may result in wrong payment, for which the issuing postmaster will be held responsible if efforts made for recovery of the amount prove unsuccessful.

The simplest and safest rule for the postmaster's guidance is that the payee's address in the application and advice should be exactly the same as that on the letter conveying the order or notice of its issue to the payee.

If the address furnished by the remitter is not written in English script or Roman letters which can be transcribed accurately, the remitter may write in his own language the payee's address on Form 6083, which shall then be attached to the advice and mailed with it to the exchange office. Form 6083 must always accompany all money orders payable in China, Greece, Lebanon, Syria, and Yugoslavia, and for those payable in or through Japan, when the remitter and payee are Chinese, Japanese, or Korean.

In no case shall the procuring of Form 6083 absolve the issuing clerk from copying most carefully on the advice the full details given by the remitter on his original application.

The transposition of advices is a frequent cause for complaint. Such errors can be avoided if the application is numbered before the order is issued and the advice and coupon compared with the application before being dispatched to the exchange office.

123. Dispatch of advice.—Advices of international money orders (accompanied when necessary with the Form 6083), shall be dispatched to the proper exchange office by the earliest mail after the issue of the orders, and shall be sent only in the special envelopes (No. 52) furnished for that purpose.

124. Duplicate advice.—When a postmaster in the United States is notified by an exchange office that the advice of an international order issued by him has not been

received, he shall issue and forward to the exchange office a duplicate advice on Form 6702. Such duplicate advice shall bear the same number as the original. The name of the issuing office shall be written at the top of the form. The impression of the dating stamp shall indicate the actual date of issue of the duplicate advice, but the written date in the body of the form shall be that of the original advice.

A duplicate advice shall be issued only upon formal application from the exchange office to which the original was sent or upon instructions from the Department. In such cases the application for an advice shall be returned to the exchange office or the Department accompanied by the duplicate.

However, should information reach the issuing postmaster from other sources indicating the loss in transit of an original advice, he should forward to the exchange office a duplicate advice with a statement giving the reason therefor, and he should warn the exchange office against double certification.

Whenever a duplicate advice is issued such action shall be noted upon the original application.

Should a double payment result from lack of due precaution in the issue or certification of a duplicate advice, the postmaster at fault will be held responsible for the amount overpaid.

125. Not issued orders.—If a mistake in the order, advice, coupon, or receipt is observed before handing the order or receipt to the purchaser, all parts shall be marked "Not issued," and the next following order, advice, coupon, and receipt shall be substituted therefor.

The spoiled blanks (order, receipt, advice, and coupon) shall be detached from the book of forms, treated as "Not issued," and be forwarded with the next money order account.

In no case shall an international order be treated as "Not issued" after the order, advice, coupon, or receipt has passed beyond the control of the issuing postmaster, or after the money order account for the month during which the order was issued has been rendered. If an error has been made in the advice which is not detected until after the order or receipt of the same number has been delivered to the remitter and has passed beyond the control of the issuing office, a duplicate advice on Form 6702 shall be issued, attached to the original after the latter has been marked "Spoiled in issue," and transmitted therewith to the proper exchange office. Great care is necessary to prevent double payments.

If an error is discovered after certification of an advice, or if a remitter desires to correct the name or address of a payee, notice of the correction shall be given on Form 6760 to the exchange office to which

the advice was sent. A duplicate advice Form 6702 shall not be used for that purpose.

126. International orders for c. o. d. parcels.—(a) *Preparation of application and issue of order.*—Before delivering a c. o. d. parcel from one of the countries with which c. o. d. service is in effect, the clerk having charge of the assignment of such parcels for delivery shall complete an application on Form 6701, from which the international money order is later to be issued. The amount of the c. o. d. charges plus the money order fee collected from the addressee shall be turned over to the money order section with Form 6701, and a receipt shall be given on Form 3815. An international money order shall be issued, the advice and coupon sent to the proper exchange office, and the receipt attached to the record of delivery of the parcel to show that the charges have been remitted.

(b) *Record of undeliverable parcel.*—Form 6701 completed from a parcel which for any reason is not delivered shall not be destroyed or turned over to the money-order section, but shall be retained by the clerk having charge of the assignment of c. o. d. parcels for delivery, to provide a record of the name and address of the sender and may also be used to show what was done with the undeliverable parcel.

(c) *Inquiries concerning international c. o. d. parcels.*—When preliminary investigation of an inquiry concerning an international c. o. d. parcel shows that the parcel was delivered and the funds collected and turned over to the money order clerk or division, the inquiry together with a report of all facts in the case shall be sent to the Bureau of Finance, Division of Money Orders.

(d) *Procedure when delivery office is not an international money order office.*—When a c. o. d. parcel from abroad is received at a post office not authorized to transact international money order business, the postmaster shall complete an application on Form 6001 and shall collect from the addressee the c. o. d. charges plus the domestic fee and the fee for an international money order of the amount of the charges. He shall issue a domestic money order in favor of the postmaster at the proper exchange office shown in article 118 of this chapter for the amount of the c. o. d. charges and the international money order fee, and mail it (the domestic money order) to him with an application on Form 6001 for the issue of an international money order. The postmaster at the exchange office shall issue an international money order to remit the charges to the shipper of the parcel in the foreign country.

Payment of International Orders

127. The instructions relative to the pay-

ment of domestic money orders, except where inapplicable or otherwise modified, shall apply equally to international orders. Greater care shall be exercised in regard to international orders because of the increased possibility of error arising from the inability, in many instances, of the persons presenting such orders to speak the English language.

128. Payable only at office designated.—

(a) The postmaster at an international office must not pay an international money order drawn on an office other than his own, unless he holds the duly certified advice corrected by the exchange office, the Department, or the postmaster at the office on which originally drawn. When the correction is made by the postmaster, the advice must show that such action was taken upon specific authority from the exchange office, or the Department. Before sending in the paid order as a voucher, the postmaster must write across its face in red ink, "Advice certified to this office."

(b) All offices except central accounting will forward paid international orders to the central accounting office with the next deposit of surplus funds. Central accounting offices will list all such paid orders on Form 6014 and submit them semimonthly to the Post Office Department, Bureau of Accounts, Washington 25, D. C., with the vouchers.

129. Postal notes or postal orders.—Postal notes or postal orders issued by Great Britain and various other foreign countries are not negotiable at United States post offices. Such notes or orders should be returned by their holders to the senders for redemption or exchange for international money orders.

130. Examination of orders and advices.—When a money order is presented for payment, the postmaster shall examine it to see that it is properly drawn, signed, and stamped; that it corresponds exactly with the advice; and that it is signed by the payee or by the person authorized by the payee to receive payment.

131. Maximum amount.—The maximum amount for which a money order may be drawn by any of the countries named in tables 2, 3, and 4 of this chapter is \$100, except that Ireland, New Zealand, Union of South Africa, and Commonwealth of Australia may draw orders for the equivalent of 40 pounds.

132. Payment withheld.—Payment of an international order shall be withheld under the following circumstances:

- (a) When advice has not been received.
- (b) When advice has not been certified.
- (c) When amount is not plainly stated therein.
- (d) When name given by the payee does not correspond with that in the order and advice.

(e) When order or advice contains an alteration or erasure affecting the amount or the name of the payee.

(f) When order bears two or more endorsements.

(See art. 71 of this chapter as to order presented by original payee or first endorsee.)

(g) When order is invalid by reason of age.

In any such case except the last named, the postmaster shall immediately address an inquiry to the exchange office or report to the Bureau of Finance, Division of Money Orders, for instructions.

When a money order issued in any foreign country is presented for payment after 1 year from date of issue, the postmaster shall forward it to the Bureau of Finance, Division of Money Orders, accompanied with a statement that the holder desires payment although the order is invalid. If the advice is in the postmaster's possession, it should accompany the order, together with a statement as to why it was not sent promptly to the Department at the expiration of the validity period. If the advice is not on hand it shall be so stated. Such order shall not be paid until authority is received from the Department.

133. Irregularities not affecting payment.—Notwithstanding the fact that an order designates a different office of payment, if it is regular in other respects a postmaster who holds the advice may pay it. Before sending in the paid order as a voucher, he shall write across its face in red ink "Advice certified to this office." An international order lacking the stamp of the issuing office, signature of the postmaster, or initials of the issuing clerk may also be paid if the corresponding advice is on file.

134. Payment to endorsee.—The instructions which govern the payment of domestic orders to endorsees, attorneys, and legal representatives of deceased payees shall apply also to international orders.

No space is provided for endorsement on most orders of foreign issue, but an endorsement may be written on the back as in the case of a domestic order.

When an order is presented by an endorsee or attorney, he occupies precisely the same position as the payee were the latter to claim payment in person, and if unknown shall be required to establish his identity, furnishing such proof as the postmaster may require as to the genuineness of the endorsement.

135. Request for missing advice.—When an international order is presented for payment and no advice has been received, the paying postmaster shall immediately apply on Form 6752 to the proper exchange office in this country for an advice.

136. Uncertified advice or card order.—When a postmaster receives an advice that has not been certified, he shall promptly

send it to the proper exchange office in the United States.

When an uncertified card order is received by a postmaster or presented to him for payment, he shall send it to the Bureau of Finance, Division of Money Orders, with a statement of the facts, and request that it be replaced by a properly certified international order.

137. Request for correction of advice.—In case of a difference between the name of the payee as stated in the advice and that given by the holder of the order, or in the event of an alteration of the amount, the postmaster shall immediately dispatch to the proper exchange office a request for correction on Form 6752.

138. Reissued orders.—Money orders issued in the countries named in table 2 are mailed by the remitters to the payees, and payment is made on the original orders. For those issued in countries named in tables 3 and 4, of this chapter, new orders are issued upon receipt of the lists at the exchange office in this country and forwarded to the payees at the same time that the advices are mailed to the paying offices.

139. Notations on order and advice.—In orders issued in the countries named in table 2 the amounts are frequently expressed in foreign money only, but the equivalent sum in United States currency to be paid is noted on each advice by the foreign exchange office.

The paying postmaster shall note in red ink in the upper portion of the order the amount paid and the international number appearing on the back of the advice. The date of payment shall be stamped on both order and advice.

140. Notice to payee of unclaimed order.—At the end of each month when advices of unpaid international money orders have remained on hand since the close of the previous month, the postmaster shall notify the payees by means of Form 6706 to apply for payment.

141. Disposition of advices of invalid orders.—International money orders which remain unpaid for 1 year from the date of issue become invalid. Postmasters shall send promptly to the Bureau of Finance, Division of Money Orders, the advices of all international money orders which become invalid by reason of age.

142. Payment of c. o. d. orders.—The rules which govern the payment of international money orders generally, apply to those issued in foreign countries to pay the c. o. d. charges on parcels mailed in the United States. Since such money orders may be drawn on any post office in this country, one may be drawn on an office which is not authorized to transact international money order business. In such event, when the advice reaches the postmaster he shall pay

the order and claim credit for it in the same manner as for paid domestic orders.

An international c. o. d. money order shall not be repaid to the remitter, except when the sender of the parcel authorizes such action and waives all claim to the c. o. d. charges or indemnity therefor. When it appears that any person or firm is using the international c. o. d. service to further a scheme to defraud and postmasters are informed of that fact, they shall decline to pay international money orders drawn in favor of that person or firm, and shall send the advices to the Bureau of Finance, Division of Money Orders.

143. Inquiries concerning payment.—Inquiries concerning payment of international money orders issued in the United States shall be made on Form 6684 and sent to the exchange office to which the advice was transmitted.

In order to obviate unnecessary correspondence, the issuing postmaster shall decline to make inquiry unless satisfied that the remitter has just and reasonable cause for complaint, as for instance, the death or removal of the payee, or a letter denying receipt of the amount or affirming that wrong payment has been made. If the remitter offers written evidence to substantiate his statement, the postmaster shall attach the document to Form 6684 and forward both to the proper exchange office.

Complaints of alleged wrong payment or delayed payment of money orders drawn on most foreign countries will not be considered by those countries unless made within 1 year from the date of payment or from the date on which the order, if unpaid, would have become invalid by reason of age.

Repayment of International Orders

144. Under no circumstances shall a money order drawn on the international form be repaid without the express authority in each case from the Bureau of Finance, Division of Money Orders.

145. Application for repayment.—Application for repayment shall be made on Form 6759. The issuing postmaster shall sign the application, attach the order if in the remitter's possession, and send it to the proper exchange office for the particulars of certification. If the advice has been certified, the receiving exchange office shall supply the number and date of the list and the international number of the entry and forward the application to the foreign office for its action. If the foreign postal administration acts favorably on the application by placing the amount of the order at the disposal of the postal administration of this country, an authorization for repayment will be sent to the issuing postmaster by the Bureau of Finance, Division of Money Orders.

If, on the other hand, the advice has been received but not certified by the exchange

office, both advice and application (Form 6759) shall be transmitted directly to the Bureau of Finance, Division of Money Orders, after the postmaster at the exchange office has signed the certificate of non-certification.

Certification of Advice Forbidden

146. When an advice of a money order is received at an exchange office drawn in favor of a person or concern to whom payment is forbidden by a fraud order issued by the Postmaster General, the advice, coupon (and canceled order if drawn on a country listed in tables 3 or 4) shall be attached to Form 6759, properly completed to show that the advice has not been certified and forwarded to the Bureau of Finance, Division of Money Orders.

Duplicate International Orders

147. When notified of the loss or non-receipt of an international money order, the paying postmaster, if the advice is in his possession, shall accept the payee's application for a duplicate on Form 6753 and forward it to the Bureau of Finance, Division of Money Orders. If the advice is not in his possession he shall apply on Form 6752 to the proper exchange office for a duplicate advice before certifying the application for a duplicate order.

Record of Action Taken

148. A memorandum of all action taken in regard to an international money order, such as the issue of a duplicate advice, application for repayment, inquiry as to payment, etc., shall be made by the issuing postmaster on the original application to prevent conflicting action being taken in the future.

MONEY ORDER FUNDS

149. All instructions relating to the care of public funds and property (see ch. XXII, arts. 1 to 9) shall apply to money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

At first-class offices money-order funds shall be kept apart from all other cash whatsoever.

At district offices money-order funds shall be treated as postal funds, and all postal funds on hand shall be available for the payment of money orders.

Funds Used for Payment of Money Orders

150. Postmasters shall provide, as far as possible, for the payment of money orders on presentation and shall pay money orders from any available funds. When necessary, a district postmaster shall apply to his central accounting postmaster for additional

funds or request the Bureau of Finance, Division of Money Orders, to authorize a money order credit with the Treasurer of the United States.

A postmaster may advance from his personal funds the amount required to cash an order. In such case he should cause the order to be endorsed in his favor and hold it as his personal property until he is in receipt of funds sufficient to reimburse himself, whereupon the order may be treated as paid.

At branches and stations any postal funds available may be used to pay money orders. The orders so paid shall be placed with the funds from which the money was taken and remitted to the main office as cash, but no part of the fixed credit funds of the station shall be permanently retained in cash to assure payment of money orders. If the need for funds to pay money orders is continuous, a portion of the money order reserve of the main office shall be assigned to the branch or station.

Transfer of Funds

151. Postal funds to money order account.—Postmasters at direct accounting offices shall transfer to the money order account such available postal funds as may be needed for the payment of money orders, and special permission from the Department need not be obtained. Such transfers shall not include fractional parts of a dollar.

152. Money order funds to postal account.—Postmasters at direct accounting offices may transfer surplus funds from the money order account to the postal account if it becomes necessary thus to provide for immediate payment of authorized expenses.

They shall not transfer surplus money order funds to postal accounts for the purpose of accumulating funds to meet future payments.

153. Records of transfers.—Each transfer of funds from the postal to the money order account shall be debited in the money order account and credited in the postal account on the date on which the transfer is actually made.

Each transfer of funds from the money order to the postal account shall be debited in the postal account and credited in the money order account on the date on which the transfer is actually made.

Checks and Money Order Credits

154. How to apply for funds.—Every effort to effect prompt payment of money orders should be made, and a postmaster at an office not having a credit on the Treasurer of the United States and lacking sufficient funds should apply to his central accounting office for the amount.

The holder may also be advised that pay-

ment may be obtained at any larger nearby office or at a bank.

Postmasters shall provide funds in anticipation of presentation of international orders, the advices of which are in their possession.

155. Credits with Treasurer of United States.—When the funds on hand at an office are frequently insufficient to pay money orders, the postmaster should apply to the Bureau of Finance, Division of Money Orders, for a credit against which checks may be drawn on the Treasurer of the United States. Blank checks consecutively numbered will be furnished the postmaster for use in drawing against such credit. Additional blank checks should be applied for on Form 6054 before the supply is exhausted. Each time additional checks printed over symbol 48-050 are requisitioned the postmaster shall furnish the Bureau of Finance, Division of Money Orders, with the aggregate amount of checks issued since the last requisition. The date of the requisition and the amount of the checks reported thereon shall be entered on the stub of the last check drawn, after which the total shall be dropped and a new total begun with the succeeding check.

156. Checks on Treasurer of United States.—When at any office having a credit with the Treasurer of the United States it is necessary to draw against such credit, the postmaster may issue a check for the sum needed, which check may be cashed through a bank or business house, or drawn in favor of and delivered to the holder of the orders in payment for them.

All available money order and postal funds need not be exhausted before drawing against the credit with the Treasurer, but when holders so desire, checks may be issued in payment of money orders regardless of the amount of funds on hand.

The amount of each check shall be debited by the postmaster in his cashbook on the day it is drawn.

The postmaster shall record on the stub of each check a description of the check in the form provided thereon. When a Treasury check is written, the particulars in the check and stub must be verified by the officer who signs the check.

A postmaster shall not draw such checks upon any form other than that supplied by the Department. Checks shall be signed with pen and ink by the postmaster when practicable, or they may be signed in his name by an authorized employee, except the superintendent of money orders, followed by the word "By" and then the name of the employee and his official title. Specimens of the signature of all persons so authorized shall be maintained at each office for necessary reference.

When a postmaster is notified that a check on the Treasurer of the United

States, symbol 48-050, is lost he should forward at once by mail to the Bureau of Finance, Division of Money Orders a description of the check and a statement of the circumstances. No communication on the subject should be sent to the Treasurer of the United States.

If a postmaster is unable to negotiate in the vicinity of his own office a check on the Treasurer of the United States, he shall promptly notify the Bureau of Finance, Division of Money Orders.

If a check is spoiled the stub shall be so endorsed and the spoiled check returned promptly to the Bureau of Finance, Division of Money Orders.

Supplying Stations With Funds

157. Postmasters are authorized to furnish to branches and stations such funds as they may deem necessary for the transaction of money order business, for which the superintendents shall give receipt on Form P. Postmasters are reminded, however, that they are responsible for money order funds and should see that the branch or station has facilities for adequately safeguarding the funds, especially if any money is retained at the branch or station overnight.

Temporary Deposits of Money Order Funds

158. Postmasters may deposit the money order funds of their offices in a national bank or a State bank, or may make a special deposit thereof for safekeeping in any other bank, as provided in chapter XXII, articles 47 to 53.

Where postmasters maintain temporary deposits, regular remittances of surplus funds shall be made as provided in article 159 of this chapter.

Deposit of Surplus Money Order Funds

159. All instructions as to deposit of surplus funds and preparation and dispatch of remittances given in chapter XXII shall apply to money order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

Postmasters at direct accounting offices shall remit daily to their central accounting office all surplus money order funds, except the amount retained as authorized reserve, unless the amount is less than \$50, in which case no remittance is required.

Remittances of cash shall consist of whole dollars only and not include fractions of a dollar. Small coins may be used if necessary but should amount to even dollars. When drafts, checks, etc., are used in making remittances, the total need not necessarily be in even dollars.

Whenever possible, remittances shall be prepared and dispatched after the close of business each day, and if in the form of cash or paid money orders they shall be

registered. When it is not possible to dispatch the remittance after the close of business for the day, it shall be forwarded on the succeeding day by the last mail available for that day, together with all the surplus funds that have accrued up to that time.

160. By drafts, checks, etc.—Surplus money order funds may be remitted by means of drafts issued by any reliable bank or banking institution, if procured without cost, and provided they are drawn on a bank in the same city as the depositary office, and can be negotiated at par.

A postmaster may also forward remittances by means of checks drawn against his official checking account, if such checks can be negotiated at par by the postmaster at the depositary office.

A postmaster remitting surplus money order funds by means of a check drawn against his official checking account is authorized to retain until the next business day the funds which accumulate after the last opportunity to deposit in the bank. Such accumulated funds shall be available for use in the transactions of the office until the latest opportunity to deposit on the first succeeding day on which the bank is open, and the remainder, if any, shall then be deposited with all surplus accruing up to that time.

In those cities where banks do not open on Saturday the receipts after banking hours on Friday may be retained until the following Monday, provided the post office is equipped with facilities adequate for safeguarding the funds. In case of doubt the postmaster should consult the Bureau of Finance, Division of Money Orders.

161. Accounting for funds in transit.—Postmasters at direct accounting offices shall not take credit in their cashbooks or in their money order accounts for the amount of any remittance until the certificate of deposit is received from the central accounting postmaster.

The amount of each remittance for which no certificate has been received shall appear in the cashbook and in the account as a part of the "Balance at close of this day," exactly as though no remittance had been made; but it shall be included in A/C No. 165 as "funds in transit to depositary."

Depositary Offices

162. Central accounting post offices are depositary offices for surplus money order funds for direct accounting offices. (For list of central accounting offices see ch. XXII, Art. 18.)

The postmaster at Washington, D. C., and central accounting postmasters shall deposit surplus money order funds with the Treasurer of the United States, through Federal Reserve banks and branches and United States depositary banks.

163. Certificates of deposit.—(a) *Issuance of.*—Postmasters at depositary offices shall issue a certificate of deposit for each remittance of money order funds received. The date, number, and amount of each certificate of deposit so issued shall be entered immediately in the quarterly schedule of money order deposits received. One card shall be used for entering all deposits received from each post office during a quarter, except that in cases where there is a change in postmasters a separate card shall be used for entering the deposits received from each postmaster.

(b) *Unauthorized checks in remittances.*—When a remittance contains checks of a firm or individual, the receiving postmaster shall issue a certificate of deposit, but, unless previously authorized to accept them, shall report the facts to the Bureau of Finance, Division of Money Orders.

(See art. 35 of this chapter as to use of Government paper in remittances of surplus money order funds; and art. 160 of this chapter as to remittances by bank drafts.)

164. Reports of deposits received.—At the close of each quarter a quarterly summary of money order deposits received (Form 6025), showing the name of each post office, State, and quarterly total of deposits received, shall be prepared by depositary offices and transmitted to the regional accounting office, accompanied by the schedule of money order deposits received (Form 6021-B or Form 6021-C).

165. Treatment of deposits.—All money order funds received at depositary post offices shall be treated as money order funds accruing at such offices, and shall be used whenever necessary for the payment of money orders.

Money-Order Reserves

166. At direct accounting offices where it is necessary to keep on hand a sum of money to insure payment of money orders on presentation, the postmaster should make application by letter to the Bureau of Finance, Division of Money Orders, for a reserve on the money order account describing the conditions which he believes justify such action. The application should state the amount of money orders issued and paid daily for a period of several days and the facilities for safeguarding large sums of money. The postmaster may retain the amount of the money order reserve but no more and should not retain the full amount unless it is needed.

In determining whether the balance on hand is in excess of the reserve, there should first be deducted the amounts of claims pending for loss, suspended money orders, funds in transit to depositary, and funds accumulated after banking hours.

MONEY-ORDER RECORDS AND ACCOUNTS

Accounts

167. *General.*—The money-order accounts at direct accounting offices shall be kept separately from all other accounts, and the necessary entries shall be made at the close of each day's business or the following morning in order that the balance of funds on hand may be accurately ascertained. At district offices the accounts shall be combined in the daily cashbook.

Postmasters shall wait until they are positive that all business for the day has been transacted before they close the account or change the date in the dating stamp. Should it become necessary to issue an order after the account of the day has been closed, such account shall be reopened and made to include the transaction.

168. *First-Class Offices.*—A quarterly money order account will be prepared and rendered by each first-class office as provided in chapter XXIV, articles 12 and 13.

169. *Statement of Accountability.*—First-class offices will prepare and submit with the money-order account each quarter a Statement of Accountability (Form 6125). The statement of accountability will include all money orders issued during the quarter and the grand total recorded thereon will equal the total amounts and

fees of domestic and domestic-international money orders issued and accounted for. The statement of accountability will be prepared in the manner indicated below:

(a) The distribution of forms (see article 12 of this chapter) was accomplished to permit the completion of as many blocks of 10,000 orders as possible. In this instance, 1 complete block of 10,000 orders, plus a segment of 8,500 orders in 1 block and 4,120 orders in another block, were distributed to the issuing units. The following will illustrate:

Block	From number—	To number—	Number of forms
1 ¹ -----	5, 121, 501	5, 130, 000	8, 500
2-----	5, 130, 001	5, 140, 000	10, 000
3 ¹ -----	5, 140, 001	5, 144, 120	4, 120

¹ Partial blocks.

(b) Of the forms distributed to the issuing units, all in blocks No. 1 and 2 were issued, the only cancellation of forms being that occurring in the normal process of issue. At the close of the quarter, some unused forms included in block No. 3 remained on hand in the issuing units. This is illustrated by the following tabulation:

Forms distributed		Forms used		Forms remaining on hand
From No.—	To No.—	From No.—	To No.—	
5, 140, 001	5, 144, 150	5, 140, 001	5, 141, 962	13
		41, 976	43, 249	26
		43, 276	43, 746	29
		43, 776	43, 934	41
		43, 976	44, 032	18
		44, 051	44, 081	9
		44, 091	44, 107	13

In the preceding tabulation, each break in sequence caused by nonissue of forms is indicated. It will be impossible to anticipate exactly the needs of any issuing unit; therefore, at the close of each quarter there will always be on hand in each issuing unit a small quantity of forms which remain unissued. In these instances, all unused forms will be treated as "Not issued," and will be transmitted by each station and branch to the main office with the daily station report (Form 6019) for the last day of the quarter.

(c) In preparing the statement of accountability, those first-class offices issuing more than 2,000 orders during the quarter will show the inclusive serial numbers, amounts, and fees so that a single entry on the statement of accountability will not in-

clude more than that number of orders, and 5 of the 2,000-group will be totaled to indicate a grand total for each 10,000-block of orders issued. The inclusive serial numbers of each 2,000-group will be according to even-numbered thousands, not odd-numbered thousands; for example, No. 5,132,001 to 5,134,000, and not No. 5,131,001 to 5,133,000. A separate entry shall be made for each partial group of 2,000 at the beginning or end of a quarter; for example, No. 5,121,501 to 5,122,000, or No. 5,144,001 to 5,144,120.

(d) The money order section at the main office will prepare the quarterly statement of accountability in duplicate, forwarding the original, with the "Not issued" forms, and the quarterly money-order account direct to the regional accounting office.

The duplicate copy of the statement of accountability will be retained in the post office.

(e) The following example will illustrate the proper manner of preparing a statement of accountability:

Inclusive serial numbers of money order forms used		Number of forms			Amount	Fees
From No.—	To No.—	Used	Not issued	Issued		
¹ 5, 121, 501	5, 122, 000	500	5	495	\$5, 573. 86	\$56. 15
22, 001	24, 000	2, 000	17	1, 983	21, 896. 43	205. 70
24, 001	26, 000	2, 000	19	1, 981	22, 349. 93	201. 55
26, 001	28, 000	2, 000	18	1, 982	20, 997. 51	200. 95
28, 001	30, 000	2, 000	16	1, 984	23, 486. 77	207. 60
Total-----	-----	8, 500	75	8, 425	94, 304. 50	871. 95
5, 130, 001	5, 132, 000	2, 000	14	1, 986	24, 927. 39	201. 25
32, 001	34, 000	2, 000	20	1, 980	24, 702. 87	199. 70
34, 001	36, 000	2, 000	19	1, 981	23, 521. 73	196. 35
36, 001	38, 000	2, 000	16	1, 984	25, 899. 40	208. 90
38, 001	40, 000	2, 000	15	1, 985	24, 816. 29	205. 20
Total-----	-----	10, 000	84	9, 916	123, 667. 68	1, 011. 40
¹ 5, 140, 001	5, 142, 000	2, 000	31	1, 969	23, 784. 39	195. 50
42, 001	44, 000	2, 000	107	1, 893	22, 789. 87	190. 45
44, 001	44, 150	150	41	109	1, 237. 41	12. 05
Total-----	-----	4, 150	179	3, 971	47, 811. 67	398. 00
Grand total-----	-----	22, 650	338	22, 312	265, 983. 85	2, 281. 35

¹ Partial blocks.

(f) In the event of theft of money-order forms, that fact will be reflected in the statement of accountability. For example, if forms No. 5,134,570 to 5,134,900, inclu-

sive, were stolen, the entry in the statement of accountability with respect to that particular 2,000-group will be prepared as follows:

Inclusive serial numbers of money order forms used		Number of forms			Amount	Fees
From No.—	To No.—	Used	Not issued	Issued		
5, 134, 001	5, 134, 569	569	5	564	\$6, 056. 21	\$61. 75
34, 570	34, 900	331	331	0	Stolen	-----
34, 901	36, 000	1, 100	10	1, 090	13, 289. 47	138. 20
Total-----	-----	2, 000	346	1, 654	19, 345. 68	199. 95

170. Control records of issued orders.—(a) A separate control record with respect to issued money orders will be maintained in the money-order section at the main office for each issuing unit. In maintaining this record, a separate Form 6349 will be set up for each group of 2,000 orders or portion of a 2,000-group assigned to an issuing unit, so that separate totals of amounts and fees may be accumulated for each group of 2,000 orders and each block of 10,000 orders. The inclusive serial numbers of each 2,000-

group will be according to even-numbered thousands, not odd-numbered thousands. (b) When each separate record is set up, there will be entered in the heading thereof the name of the issuing unit and the inclusive serial numbers of the appropriate 2,000-group of orders and segment or portion of the 2,000-group involved. Each day, after audit of the daily station report (Form 6019) and reports of issuing windows and c. o. d. station, there will be entered on the appropriate Forms 6349 the serial number

of the last order issued on the date involved, the number of money-order forms used, the number of "Not issued" forms, the number of forms issued, the total amount of orders issued, and the total fees. After complete details relating to the 2,000-group of orders involved are entered in the control records, the totals will be recorded (number of forms used, the number not issued, number issued, total amount, and total fees).

(c) Careful attention to this record will make it possible to maintain an adequate supply of forms at all issuing units, yet minimize the possibility of oversupply, thus keeping a rigid control over each 10,000-block and each 2,000-group of orders so that there will not be considerable breaks in sequence of serial numbers of orders.

(d) This control record procedure is illustrated by the following examples:

2,000-Group, from No. 5,130,001 to No. 5,132,000

PARTIAL GROUP FROM NO. 5,130,001 TO NO. 5,130,440

[UNIT—Main Office]

Date	Last number used this date	Number used	Not issued	Number issued	Amount	Fees
Aug. 10, 1951-----	5, 130, 102	102	1	101	\$1, 237. 26	\$12. 40
Aug. 11, 1951-----	30, 156	54	0	54	744. 86	7. 55
Aug. 13, 1951-----	30, 271	115	2	113	1, 396. 44	13. 05
Aug. 14, 1951-----	30, 360	89	1	86	901. 39	9. 25
Aug. 15, 1951-----	30, 440	80	0	80	873. 21	9. 05
Total-----	-----	440	4	436	5, 153. 16	51. 30

PARTIAL GROUP FROM NO. 5,130,441 TO NO. 5,131,740

[UNIT—C. O. D. Station]

Aug. 1, 1951-----	5, 130, 528	88	0	88	\$901. 46	\$9. 80
Aug. 2, 1951-----	30, 616	98	2	96	1, 012. 79	11. 85
		xx				
		xx				
Aug. 15, 1951-----	31, 740	xx 91	0	91	935. 82	9. 90
Total-----	-----	1, 300	8	1, 292	16, 836. 42	119. 85

PARTIAL GROUP FROM NO. 5,131,741 TO NO. 5,132,000

[UNIT—North Station]

Aug. 1, 1951-----	5, 131, 782	42	1	41	\$497. 63	\$5. 05
Aug. 2, 1951-----	31, 831	49	1	48	508. 56	5. 65
		xx				
		xx				
Aug. 15, 1951-----	32, 000	xx 37	0	37	401. 23	4. 90
Total-----	-----	260	2	258	2, 937. 81	30. 10

(e) The issued order control records will be kept in numerical sequence according to the serial numbers of money orders within the 2,000-group so that the records pertaining to five consecutive 2,000-groups may be totaled to obtain the amount and fees for each 10,000-block of orders, in order to facilitate the preparation of the statement of accountability.

Records of Issued Orders

171. District offices.—At district offices money-order transactions will be entered daily in the cashbook in accordance with instructions contained therein. All money orders issued will be listed on Form 1846 or 1846-A and recapped on Form 1846-B, all of which will be forwarded with other quarterly accounts to the central account-

ing office. The issued orders should be listed when a full column or a full sheet has accumulated, depending upon the number issued daily. No duplicate of Form 1846 or 1846-A is required. As the money-order applications are the only complete record of money orders issued, it is essential that they be carefully preserved.

172. Preparation of Form 1846 or 1846-A.—(a) It is essential that in preparing Form 1846 or 1846-A, each separate series of money-order forms used during the quarter be clearly indicated. When the issue and listing of one series of forms is completed, the listing of the new series should not immediately follow the old series on the list; the listing of the new series should begin on another Form 1846 or 1846-A. The term “series of forms” is defined as a group of forms in exact numerical sequence from one serial number to another serial number, as No. 11,296,501 to 11,297,200; and a “new” series is a group of forms bearing serial numbers that do not follow in numerical sequence the forms previously used. For example, if a postmaster completes the issue of forms in the series from No. 11,296,501 to 11,297,200, and then begins the issue of forms in the series from No. 18,521,101 to 18,521,950, the listing of forms in the latter series should begin on a new Form 1846 or 1846-A.

(b) With respect to stolen or missing money-order forms, the inclusive serial numbers of such orders will be recorded on the Form 1846 or 1846-A on which they would be entered if they were regularly issued, but opposite the serial number entries will be recorded the word “Stolen” or “Missing,” as the case may be.

(c) Much time can be saved in the listing of issued orders by not writing the complete serial number of each money order. The serial numbers can be listed in an abbreviated manner by writing the complete serial number at the top of a column, the final digit only of succeeding serial numbers, and the final two digits when the serial number is a multiple of 10. This manner of listing is indicated as follows:

First column of list serial No.	Second column of list serial No.
7,257,873	7,257,923
4	4
5	5
6	6
7	7
8	8
9	9
80	30
1	1
2	2
3	3
4	4
etc.	etc.

Reports by Stations and Branches

173. (a) At the close of business each day, each classified and contract station and branch shall prepare a daily station report of money order business (Form 6019) and forward it by official registered mail to the main office. The report shall contain a complete record of all transactions and be accompanied by a remittance covering all receipts during the day, the applications for all money orders issued, and all “Not issued” (spoiled) forms. If no business was transacted during the day, a Form 6019 shall be filled out and endorsed “No business,” and forwarded to the main office by ordinary mail.

(b) In preparing Form 6019, those stations and branches equipped with an adding machine need not list each money order issued by serial number, amount, and fee; instead, an adding machine list of the orders, in numerical sequence, bearing a notation of the first and last serial numbers used, shall be attached to the Form 6019. In the event that during one day, a station or branch issued money orders in two different series of numbers, two adding machine tapes will be submitted with Form 6019; one for each series of numbers, in order that inclusive numbers and dollar values may be entered in the appropriate control records at the main office.

(c) Stations and branches which are not equipped with an adding machine and which find it more convenient to list the particulars of issued orders on the reverse of Form 6019, will not list orders issued from a new series of forms in the same column with those issued from a prior series of forms, but will begin listing the new series at the top of another column on Form 6019, and record the totals for each series.

Verification of Issuing Postmasters’ Accountability

174. (a) The accountability of issuing postmasters, as stated in their accounts and as reported in statements of accountability of first-class offices and lists of orders issued by district offices, will be verified by the regional accounting office as follows:

(1) *First-class offices.*—Paid orders will be processed in the groups of 2,000 or less orders as indicated in the statements of accountability.

(2) *District offices.*—Paid orders will be processed in one group for each issuing office as indicated in the related issuing postmaster’s account.

(b) When the identity of the outstanding orders has been established, the procedures will be as follows:

(1) *First-class offices.*—A list of the outstanding orders will be transmitted to the issuing postmaster. The postmaster will

consult the file of money-order applications, record on the list the amounts for which the individual orders were issued, and return the list to the regional accounting office.

(2) *District offices.*—The details of outstanding orders will be obtained by the regional accounting office from the list of issued orders (Form 1846 or 1846-A) submitted by the issuing postmaster.

(c) When the issuing postmaster's accountability as determined from paid orders and development of the particulars of outstanding orders will not agree with the postmaster's account, the verification procedures will be as follows:

(1) *First-class offices.*—The paid money orders in the particular group of 2,000 or less orders in which the discrepancy occurs will be listed by serial number and amount by the regional accounting office. The list will be forwarded to the issuing postmaster for comparison with the money order applications on file at his office. The postmaster will return the list to the regional accounting office with an amended statement of accountability or such explanation as may be required. In cases where necessary, the discrepancy will be included in a certificate of settlement subsequently issued in connection with the accounts of the postmaster involved.

(2) *District offices.*—The regional accounting office will verify the individual paid orders with the list of issued orders to determine the discrepancies in individual items or in totals. Any verified discrepancy will be included in a certificate of settlement subsequently issued in connection with the accounts of the postmaster involved.

Disposition of Paid Domestic Money Orders

175. (a) Paid money orders may be deposited in a local bank for credit to the postmaster's official checking account where mutually satisfactory arrangements can be made between the postmaster and a local bank provided the average number of orders does not exceed 25 daily. Orders so deposited should bear the bank stamp as well as the post office dating stamp. At offices where banking facilities are not available or mutually satisfactory arrangements to use such facilities cannot be effected, paid money orders, accompanied by adding machine tapes (or Form 1841 at district offices), shall be forwarded by official registered mail to the central accounting office with the next remittance of surplus funds. Paid money orders will be listed on adding machine tapes or Forms 1841 by amounts only; serial numbers will not be listed. Postmaster at first-class offices will not take credit in the money order account for paid punched-card domestic money orders. The only entry in that item of the money-order

account will be for paid international and domestic-international money orders.

(b) Each central accounting office will consolidate money orders paid at the local office with those received in remittances from other offices and deposit them in the local Federal Reserve bank or branch, if such facility is available. If there is no local Federal Reserve bank or branch, the paid money orders will be forwarded by official registered mail to the Federal Reserve bank or branch of the district in which the central accounting office is located. All such deposits will be made for credit in the account of the Postmaster General for surplus money order funds (symbol No. 48-050). The paid money orders will be accompanied by adding machine tapes and Treasury Department Form No. 6594 (certificate of deposit for surplus money-order funds) to be receipted and returned by the bank.

(c) The postmasters of Buffalo, N. Y.; Memphis, Tenn.; El Paso, Houston, and San Antonio, Tex.; and Los Angeles, Calif., will deposit paid money orders in the branch Federal Reserve bank located in each of those cities.

Preservation of Applications

176. As the applications for money orders are the only complete record postmasters have of money orders issued by them, they should be carefully preserved in numerical order. If an application should be lost the regional accounting office should be requested to furnish the particulars of the order if and when the paid order reaches that office so that a new application can be completed. Any overage in the cash resulting from the loss of the application and consequent uncertainty of the amount should be held as trust funds until the information is received from the regional accounting office.

Lost, Mutilated, or Destroyed Paid Orders

177. A mutilated money order on which the essential entries have not been destroyed beyond legibility, may be paid and treated as any other paid order. When such an order reaches the Federal Reserve Bank it will be sorted with other mutilated orders and listed specially to the regional accounting office.

When a paid order is lost, destroyed, or so badly mutilated it cannot be handled in accordance with the foregoing paragraph, the paying postmaster should notify the Bureau of Finance, Division of Money Orders, and furnish the particulars of the order. The postmaster will be authorized to enter the amount on the credit side of the next quarterly account with the explanation, "Lost or destroyed paid order." A copy of Form 6551 also will be sent the postmaster to complete and forward with the account and the voucher. The Bu-

reau of Finance will notify the regional accounting office so that the records of that office may be completed and the issue of a duplicate prevented.

If a money order cashed by a bank and microfilmed is lost, a photostat may be substituted therefor, which, when it reaches the Federal Reserve Bank, will be treated as a mutilated order. If the cashing bank is not equipped to microfilm the order, an application for a duplicate must be submitted as provided in article 77 of this chapter.

Commission to Fourth-Class Postmasters

178. Postmasters at fourth-class post offices shall take credit for a commission of 3 cents for each money order issued, and at the time of withdrawal the amount of the commissions shall be entered in the account and cash book.

Change of Postmaster

179. Direct accounting office.—When a change of postmasters occurs at a direct accounting office, the outgoing postmaster shall deliver to the incoming postmaster all money-order funds, records, forms, dating stamps, and other money-order property; and shall complete the certificates on Form 1005, which shall be signed by the outgoing and incoming postmasters, detached, and forwarded to the offices named thereon.

At post offices having branches and stations it is necessary to treat as "Not issued" the remainder of the forms on hand at the branches and stations so that the final statement of accountability of the outgoing postmaster and the first statement of accountability of the incoming postmaster will not include so many breaks in sequence. To reduce the number of forms that must be treated as "Not issued" the outgoing postmaster in his final distribution should be careful to send to each branch and station as nearly as possible the number that will be issued to the time of transfer.

When an outgoing postmaster has made a remittance of surplus funds to his depository for which he has not received a certificate of deposit on the day of his retirement, his successor shall not receipt for the amount of such remittance, nor make any entry thereof in his accounts. In such case the outgoing postmaster shall delay forwarding his final account until he receives the certificate, whereupon he shall take credit for the amount thereof and forward his final account.

180. District office.—When a change of postmasters occurs at a district post office, the outgoing postmaster shall deliver to the incoming postmaster all money-order records, forms, dating stamps, and other money-order property; and shall complete the certificates on Form 1006. The cer-

tificates when completed shall be signed by both outgoing and incoming postmasters, detached, and forwarded as indicated on the form.

181. Incoming postmaster.—Upon taking charge of a direct accounting post office, the incoming postmaster shall debit himself in the cashbook and in his first account with the amount of money-order funds received in cash from his predecessor, using the following form: "To cash received from my predecessor, Richard Roe, per my receipt to him, \$-----."

The receipt for funds shall be given only for an actual transfer of cash on hand and shall not include the amount of any unadjusted claim whatever. The amount of any suspended money orders on hand may be included in the receipt with the understanding that the outgoing postmaster will be held responsible in the event of wrong payment. When such orders are included in the amount transferred, complete description thereof must be retained by both the outgoing and incoming postmaster. Two or three columns in the cashbook should be left blank so as to separate the account of the outgoing postmaster from that of his successor.

If the outgoing postmaster fails to comply with the instructions in articles 179 and 180 of this chapter, such fact shall be reported by the new postmaster to the Bureau of Finance, Division of Money Orders.

Records of Discontinued Offices

182. The records of discontinued offices shall be sent to the post office designated to receive them and the unused money-order forms shall be sent to the Bureau of Finance, Division of Money Orders, by registered mail.

LOSSES BY FIRE, BURGLARY

183. In case of the destruction of his money-order records by fire, burglary, or otherwise, a postmaster should ascertain as soon as possible whether any orders were issued but not dispatched and presumably destroyed. The complete particulars of any such orders should be determined, if necessary by consulting the remitters, and applications for duplicates submitted promptly at the expiration of 36 days from the date of issue. Likewise if c. o. d. mail has been delivered and the funds and tags destroyed before the issue of the money orders therefor, the postmaster should ascertain the particulars thereof, issue the orders, and submit to the Solicitor for the Post Office Department a claim for the sum destroyed with complete descriptions of the money orders issued. (See ch. XXII, arts. 10 and 11.) If paid money orders are destroyed an immediate effort should be made to obtain as many particulars of them

as possible through inquiry of the patrons so that credit may be obtained.

OVERAGES AND SHORTAGES

184. (a) When the amount of cash on hand exceeds the balance as shown by the records the excess shall be placed in the trust fund until the postmaster's account is audited through the period in which the

excess occurred. If in that time an error accounting for the excess is not found the amount should be deposited and accounted for in A/C 042 of the postal account.

(b) If a shortage appears in similar manner collection of the amount should be made from the one at fault if responsibility can be placed and the amount should be held in the cash as a suspended item pending completion of the audit for that period.

CHAPTER XVII

Postal Savings System

Art.

- 2. Certificates and other supplies.
- 8. Deposits and accounts.
- 23. Withdrawals and payment of interest.
- 50. Disposition of funds.

Art.

- 54. Accounts, records, and reports.
- 58. Stations and branches.
- 61. Miscellaneous provisions.

1. The Postal Savings System was established by act of Congress approved June 25, 1910, to provide facilities for the deposit of savings at interest, with the security of the United States Government for repayment.

Postal savings deposits may be made at post offices, branches and stations which are indicated by a small circle (°) in the State list in the Official Postal Guide. Changes in depository offices appear in supplements to the Official Postal Guide.

Postmasters at depository offices shall post conspicuously one or more placards (Form PS 75) calling attention to the postal savings service and shall keep on hand leaflets (Form PS 4, Information About the United States Postal Savings System) in a quantity commensurate with the needs of the office. When a placard becomes soiled, it shall be replaced.

Deposits with the Postal Savings System are evidenced by nontransferable and non-negotiable certificates of deposit, which are available in fixed denominations of \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$200, and \$500.

Postal savings deposits earn interest at the rate of two percent per annum, beginning with the first day of the month after the deposit is made, shown on the certificate as the "Date when interest begins." The rate of interest in Mississippi is 1 percent. Interest is payable at one-fourth the annual rate for each period of 3 months a certificate remains outstanding from the "Date when interest begins." Quarterly interest is payable upon the surrender of the certificate, and interest accruing during any quarter is payable on or after the first day of the next quarter.

CERTIFICATES AND OTHER SUPPLIES

2. Postmasters whose offices have been designated as postal savings depositories

shall keep on hand a sufficient quantity of postal savings certificates to meet the public demand and of such other supplies as may be needed to transact all postal savings business promptly.

Description of Certificates

3. Postal savings certificates, numbered consecutively, are supplied to postmasters in books of 50 certificates, each denomination bound in a separate book. Postmasters at offices where the total of the balances to the credit of depositors is \$500,000 or more may arrange to have their stock of certificates overprinted with the name of the post office. The certificates so overprinted are given a different sequence of serial numbers, those for each office starting with the number 1 in each denomination. For other post offices a general numerical series of certificates of each denomination is supplied on which the name of the issuing office must be written or stamped by the postmaster.

Requisitions

4. All requisitions for postal savings certificates shall be made on Form 4620, addressed to the Bureau of Finance, Division of Postal Savings Banking and Investments. Requisitions for general stock supplies shall be made as provided in chapter II, article 102.

Examination of Certificates and Report of Discrepancies

5. Packages of the general numerical series of postal-savings certificates shall, on receipt, be opened and counted by the postmaster or his authorized representative. If the shipment is not in agreement with the accompanying invoice, Form PS 325, the postmaster shall immediately make a report of the discrepancy, with the invoice attached, to the Bureau of Finance, Division of Postal Savings Banking and Invest-

ments, and hold the shipment for instructions. Shipments of certificates of a separate numerical series with the name of the post office or station printed thereon shall, on receipt, be checked against the invoice, Form PS 560, for number of books of certificates and correctness of inclusive serial numbers. When a book of certificates is delivered to a clerk for use at a window, the clerk shall count the individual certificates and examine them for sequence of serial numbers and agreement with the inclusive numbers on the cover. The postmaster shall inform the Bureau of Finance, Division of Postal Savings Banking and Investments, promptly of any discrepancies in such shipments of this special numerical sequence of certificates. If desired, the books of certificates received may be packaged in lots of 5 or 10 books, depending on the needs of the office, the package securely sealed with tape in such manner that a single book may not be withdrawn from the package without breaking the tape, and the value, together with the initials of the clerk who opened and counted the certificates or checked the shipment against the invoice, placed thereon.

If postal savings certificates are received in a damaged condition, or become damaged by fire or otherwise while in the possession of a postmaster, they shall be treated as "spoiled" and sent to the Division of Postal Savings Banking and Investments. An itemized statement of the quantity returned, giving the serial numbers and containing a full explanation of the damage, shall accompany the certificates. Credit shall be claimed in the next monthly account current (Form P. S. 704).

Accountability for Certificates

6. Upon receipt of postal savings certificates the postmaster shall immediately charge himself with the face value thereof, regardless of their condition, on the lines provided in the postal savings certificate form account of his daily summary (Form PS 708 at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but, in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan). He shall also make similar entries on his next monthly account current.

Postmasters will be held accountable for all postal savings certificates sent them for issue. Ordinarily not more than one book of blank certificates of any series shall be furnished at one time to the postal savings clerk for use at the window unless the issues of any series in a week usually exceed one book, in which event the postmaster shall furnish an additional book or books as needed. The postmaster shall retain in his personal custody the supply of blank certificates not in use at the window or shall desig-

nate some official or clerk, other than the clerk engaged in postal savings window work, who shall be responsible for the safeguarding of the blank certificates. Certificates packaged at the time of receipt and bearing the initials of the clerk who opened or verified the shipment may be accepted at the stated value during the examination by the station examiners. The station examiner shall, however, verify by individual pieces, books of certificates from packages that have been broken. Postal savings certificates shall not be loaned or sold by one postmaster to another. They shall in all cases be obtained by requisition as provided in article 4 of this chapter.

Postal savings certificates and record books shall be well protected and kept in good condition.

Stolen or Destroyed Certificates

7. When blank postal savings certificates are stolen or destroyed, the postmaster shall report the serial numbers at once to the post office inspector in charge of the division in which the post office is located, and to the Division of Postal Savings Banking and Investments. The latter will furnish the postmaster with a form for use in certifying to the loss. In making such certification, the postmaster shall claim credit for the loss in his accounts if such action is found to be proper.

Requisitions to replace postal savings certificates which have been stolen, destroyed, or rendered unserviceable from any cause shall be made in the usual manner, except that the requisition shall be plainly marked "To replace stock lost or damaged."

DEPOSITS AND ACCOUNTS

Who May Open Accounts and Make Deposits

8. Accounts may be opened and deposits made by any person 10 years of age or over, in his or her own name, and by a married woman, in her own name and free from any control or interference by her husband; but no person shall at the same time have more than one postal savings account in his or her own right.

Deposits shall be accepted only in the names of individuals. No account shall be opened in the name of any corporation, association, society, firm, or partnership, or in the name of any person as an officer or member thereof; or in the names of two or more persons jointly. No account shall be opened in the name of one or more persons in trust for or on behalf of another person or persons. (See art. 16 of this chapter as to deposit of bankrupt funds.)

Accounts may be opened and deposits accepted without regard to the residence of the depositor, but no person may at the same time have more than one postal savings ac-

count either at the same office or at different offices.

A seaman may stipulate in his shipping agreement for deposits to be made in an account opened by him and maintained in his name at a United States postal savings depository, subject to the governing regulations thereof.

Amounts Which May Be Deposited

9. Deposits may be made in the amount of \$1 or multiples thereof. The balance to the credit of any one person shall not exceed \$2,500, exclusive of accumulated interest. (See art. 16 of this chapter as to acceptance of bankrupt funds.)

Funds Acceptable as Deposits

10. The provisions of chapter XVI, articles 34 and 35, defining what may be accepted for the purchase of money orders, shall be applicable to postal savings deposits.

The postmaster may accept Government paper not more than one full fiscal year old from responsible persons whose endorsement thereon the postmaster is willing to guarantee; and when such paper is accepted, the postmaster shall immediately issue the certificates and deliver them to the purchaser.

The acceptance of a personal check, cashier's check, bank draft, or other commercial paper is at the risk of the postmaster. When such paper is accepted, the depositor should be given a receipt. He shall be requested to state whether he will call for the certificates or wishes them mailed to him, and a notation as to the manner of delivery to be made and date thereof shall be placed on the receipt. Sufficient time shall be allowed to insure receipt of notice in the event the check or draft fails to clear. No funds are available to pay collection charges on checks or drafts accepted as postal savings deposits, and when the charges cannot be avoided they should be paid in advance by the depositor.

At offices other than those operating under the two-division plan, the receipt (Form 929-S) shall be prepared in duplicate. At two-division offices a triplicate receipt (Form 929) will be required. Before being given to the window clerks, the receipt forms shall be numbered, in duplicate or triplicate according to the needs of the office, and window clerks shall be required to account for each number. Postmasters may arrange to have the window clerk retain a copy of the receipt, in which case an additional copy will be required.

The certificates shall be issued by the window clerk immediately, or at the earliest opportunity, and shall be delivered, with the duplicate receipt attached, and the duplicates of spoiled receipts, at the close of the day to the superintendent of money orders, auditor, or other supervisor design-

nated to hold the certificates pending delivery to the depositor.

The check or draft, or the proceeds thereof, shall be included in the next regular deposit or remittance of postal savings funds. At offices operating under the two-division plan, the triplicate receipt shall be attached to the check or draft and delivered with the day's receipts to the remittance unit or employee who prepares the deposit or remittance; and no check or draft other than a Government check shall be accepted by the remittance unit or such employee for deposit or remittance as postal savings funds unless a copy of the receipt is attached. After being initialed by the remittance unit clerk or other such employee, the triplicate receipt shall be delivered to the superintendent of money orders, auditor, or other supervisor responsible for holding the certificates pending delivery.

If the check is for a lesser amount than the amount of the deposit, the difference shall be paid in cash when the check is accepted, and the receipt form shall be modified accordingly. No check for an amount in excess of the amount of the deposit should ordinarily be accepted, but if, as a matter of accommodation, a postmaster accepts a check for an excess amount, the difference between the amount of the check and the amount of the deposit shall be entered on the receipt, and the amount thereof shall be withdrawn from current postal savings cash and held in trust to be given to the depositor when the certificates are delivered. Obviously, postmasters at offices where little postal savings business is transacted will not be able to accommodate depositors in this manner.

After allowing ample time for the check or draft to clear, as shown by the notation on the receipt, the official designated for that purpose shall effect delivery of the certificates. In each instance a notation that delivery has been effected and the date thereof shall be entered on the duplicate receipt. The duplicate receipts shall be retained for 6 months and the triplicate copies may be disposed of when delivery is made.

Neither the monthly reports on Form PS 704 nor station reports on Form PS 621 shall be delayed pending clearance of checks or drafts. If the check or draft is dishonored, the depositor shall be notified, the certificates treated as spoiled, and the records adjusted to reflect the spoiling of the certificates and the elimination of credit for the deposit or remittance. Likewise, adjustment entries shall be made on the account current (Form PS 704) for the month in which notice of nonclearance is received whenever such notice involves a check or draft previously reported as deposited or remitted.

Postal savings stamps outstanding and savings stamps of any series issued by the Treasury Department under the authority contained in section 22 (c) of the Second Liberty Bond Act, as amended, are exchangeable for postal savings certificates. When a card or album with postal savings or United States savings stamps affixed is presented at any postal savings depository, it shall be accepted as a deposit of equivalent value either in opening an account or in adding to an existing account. One certificate may be issued to cover a deposit made partly in cash and partly in savings stamps. The postmaster shall transfer savings stamps exchanged for postal savings certificates to the postal account or savings stamp fixed credit in exchange for the equivalent of savings stamp funds or to the savings bond account in exchange for the equivalent of savings bond funds.

Opening Accounts and Making Deposits

11. In person.—To open an account, the intending depositor should apply in person at a depository post office.

12. Through a representative.—If, because of infirmity or other good and sufficient reason, the intending depositor is unable to appear in person, he may make application to open an account through a representative. The postmaster shall furnish to the representative of such person a blank application card (Form PS 600) and shall instruct the representative as to the method of filling it out. When the application has been returned, properly filled out and signed by the depositor, the postmaster shall accept the deposit and issue the necessary certificates, delivering them to the representative. Any intending depositor who signs by mark shall appear personally to open an account.

13. By mail.—Any person eligible to open an account who resides in a community served by a post office which is not a postal savings depository, may apply at any post office to open an account by mail at a depository post office. If the applicant appears at a nondepository office, the postmaster shall make request on the most convenient postal savings depository office for an application blank (Form PS 300-B). The postmaster at a postal savings depository office shall furnish copies of Form PS 300-B to any postmaster at a nondepository office who requests them. If further applications to open accounts are anticipated, the postmaster shall request an adequate supply of application forms for subsequent use and shall notify the Division of Postal Savings Banking and Investments.

The postmaster to whom the intending depositor applies shall identify the applicant and carefully fill out the application (Form PS 300-B) in his presence. The postmaster shall write the applicant's name at the top of the form and after questioning him

shall enter thereon all required information. The applicant shall personally sign his name on the line marked "Signature or (x) mark of the applicant." A married woman shall sign her own Christian or given name, not that of her husband. The postmaster shall execute the certificate at the foot of the form, and shall then forward the application to the most convenient post office in the State which is shown by the Official Postal Guide to be a postal savings depository office; unless the intending depositor specifically requests that the account be opened elsewhere, in which case the postmaster shall be governed by his wishes.

No money shall be sent with the application and no deposit in any form shall be accepted by the postmaster at the office where the application is prepared. He shall, however, inform the applicant that on approval of the application he will be notified direct by the postmaster at the office where the account is to be opened and will be instructed how to make deposits.

On receipt of an application on Form PS 300-B to open a postal savings account by mail, the postmaster at a postal savings depository office shall see that the application has been properly prepared as provided in this article and that the certificate of identification has been executed. If the application is approved, the postmaster at the depository office shall notify the intending depositor on Form PS 629 and authorize him to begin forwarding deposits direct to the depository office by money orders or checks made payable to the depository postmaster or in cash sent by registered mail.

When the initial deposit is received at the depository office, the information furnished by the applicant on Form PS 300-B shall be copied on a depositor's card (Form PS 600) and the application filed therewith. In the space provided for the depositor's signature on Form PS 600, the name of the office through which the application was made shall be entered. The postmaster shall then issue the necessary certificates and mail them to the depositor. When deposits from patrons of an outlying office are frequent and numerous, the postmaster at the depository office shall notify the Division of Postal Savings Banking and Investments, in order that consideration may be given to the designation of the outlying office as a depository. (See art. 32 of this chapter as to withdrawals.)

When a person who has already opened an account is unable to appear in person to make a later deposit, he may either send the amount through a representative or forward it by registered mail, check, or money order, to the post office where the account is held. When a deposit is sent through a representative, the postmaster shall accept the deposit, issue the necessary certificates, and

deliver them to the representative. When a deposit is forwarded by mail, the postmaster shall issue the necessary certificates and mail them to the depositor. The postmaster shall file the letter accompanying the remittance with the depositor's card (Form PS 600). Money orders and checks mailed for deposit shall be made payable to the postmaster. Money intended for deposit, when sent to the post office by mail or by representative, shall be at the risk of the depositor.

Preparation of Depositor's Application Card (Form PS 600)

14. When a person applies to open an account, the postmaster or his representative shall obtain from the applicant the necessary information to fill out the depositor's application and account card (Form PS 600). It shall be ascertained also by direct questioning that the applicant does not already have an account at any office. Great care shall be taken to comply with all instructions relative to the depositor's application and account card, and no account shall be opened until all the information called for has been furnished, the depositor's attention directed to the printed statement on the card, and the card signed by the intending depositor. When an applicant, though willing to do so, is unable to answer all the questions on the form, a partly completed application, if properly signed, may be accepted, provided other data are entered thereon which will assure later identification of the depositor.

The following instructions are to be observed in the preparation of the depositor's application and account card (Form PS 600):

In opening an account the postmaster shall fill in carefully and legibly all the information except the depositor's signature.

When a person usually signs his given name or names by initials only, his full name shall be written at the top of the application form and the application should be signed by him twice, first using his full name and then his initials or initial in the manner in which he wishes his certificates issued.

A married woman shall sign her own given name, not that of her husband.

If an applicant signs by mark or in characters not used in the English language, his signature shall be attested by a disinterested witness.

If the office is equipped to do so, an impression of the applicant's fingerprints shall be taken under the heading "Additional Identification Data."

Accounts shall be numbered consecutively when opened, beginning with No. 1. The number shall be entered on the depositor's card and on all certificates issued in the name of the depositor to whom the account belongs. In no event shall a depositor have

more than one account number at any one time. A new account opened by a former depositor shall be given a new number.

Maintenance of Depositor's Account Card (Form PS 600)

15. The serial number and amount of each certificate issued and the date of the transaction shall be entered in the columns provided therefor on the depositor's account card, using a separate line for each certificate. In line with the last entry, the balance to the credit of the depositor shall be shown. If a certificate issued in lieu of one surrendered for payment of interest or part payment of principal correctly shows the first day of the month in which it was issued as the "Date when interest begins," this date, together with the symbol "IP," shall be written in the "Remarks" column.

When certificates are surrendered, the date and total amount of the transaction and the new balance shall be entered on the next unused line. This date and the respective amount of interest paid, if any, shall be entered in line with the serial number of each certificate involved.

A continuation card (Form PS 600-A) is provided for use when all of the spaces on a depositor's card (Form PS 600) have been filled. The cards should be fastened together by pins, staples, or adhesive tape.

Depositors' cards shall be filed numerically by account numbers. When the number of accounts is large, an alphabetical card index of depositors' names shall be maintained showing the account number assigned to each.

Deposit of Bankrupt Funds

16. Section 3 of the amendment of March 3, 1933, to the Bankruptcy Act reads as follows:

"In all bankruptcy proceedings the officers and agents in charge of the bankrupt funds are authorized to deposit the same without limit as to amount in the postal-savings depositories at the prescribed interest rate in all cases where local banks are unable or unwilling to give the required security. Such deposit or any portion thereof may be withdrawn as required in the bankruptcy proceedings."

When an officer or agent in charge of bankrupt funds applies at a depository post office to open an account, the postmaster shall require evidence that (a) the funds involved are entitled to consideration under the above quoted amendment to the Bankruptcy Act, (b) the officer or agent has been duly appointed, and (c) local banks are unable or unwilling to give the required security. If satisfied, the postmaster shall accept the deposit in any amount of even dollars, issue certificates in the name and title of the officer or agent, together with the name of the bankrupt corporation, asso-

ciation, or individual, and shall deliver the certificates to such officer or agent; except that if the deposit is by commercial check or draft, delivery of the certificates shall be withheld until collection has been made. If the postmaster is in doubt, he shall refer all the papers in the case to the Bureau of Finance, Division of Postal Savings Banking and Investments, and await instructions.

When payment is demanded, the certificates shall be endorsed by the officer or agent (or his successor, whose appointment must be evidenced by a decree of court) and, in addition, may be countersigned by another individual in his representative court capacity if such be the requirement of the referee having jurisdiction over the funds in question. As the amount involved is invariably large, the postmaster shall request the officer or agent to give advance notice of contemplated withdrawals so that, if necessary, he may requisition the amount from the Division of Postal Savings Banking and Investments.

Issuance of Certificates

17. Entries on certificates.—Certificates when issued shall bear the name of the issuing office, date of issue, name of depositor, number of his account, and date on which interest begins. (See leaflet, Form PS 100.) No other entries shall be made on certificates unless specifically authorized by the Division of Postal Savings Banking and Investments. (See art. 20 of this chapter for correction of errors.) To facilitate the issue of certificates, the "Date of issue" and the "Date when interest begins" may be filled in simultaneously by the use of a rubber stamp known as a certificate dater (item No. 504, List of Postal Supplies). In entering dates on certificates the month, day, and year shall be written or stamped in the spaces provided, thus: "August 1, 1950." The name of the month may be abbreviated, but should not be indicated by figures. The depositor's name shall be legibly and accurately inscribed on certificates. This inscription shall conform exactly with the depositor's signature on the record of his account (Form PS 600) without variation or abbreviation. If the window clerk does not write legibly he shall use printed characters, and such characters shall be used in all instances where the depositor's name is uncommon. The depositor's account number, date of issue, and initials of the issuing clerk shall be entered on the stub of the certificate in the spaces provided therefor.

When a postal savings certificate is issued for cash or the equivalent thereof, including such items as redeposited interest due on surrendered certificates or savings stamps, the "Date when interest begins" to be entered on the certificate is always the first day of the month next following the date of issue. For example, if a certificate is issued

for cash on any day in the month of February 1950, including the first day of that month, the "Date when interest begins" for that certificate is March 1, 1950. When a postal savings certificate is issued in part payment of another certificate or in replacement of one surrendered to collect the interest, the new certificate shall likewise show the "Date when interest begins" as the first day of the next succeeding month; except that when the surrendered certificate has earned at least one year's interest and the surrender is made in the first month of a quarter of the interest year, the "Date when interest begins" shall be the first day of the month in which the new certificate is issued.

Complete instructions concerning the computation, payment, and recording of interest, and the taking of receipts therefor, are published in the leaflet Form PS 100. This leaflet should be kept available for ready reference, and the monthly interest tables Form PS 100-B should be used to determine the amount of interest due.

18. Procedure for issuance.—On receipt of a deposit, the postmaster shall prepare a postal savings certificate or certificates covering the amount of the deposit and enter on the depositor's card (Form PS 600) the date, serial number, amount of each certificate, and balance outstanding to the depositor's credit. The certificate or certificates shall then be delivered to the depositor as evidence of his deposit. Postmasters shall comply with reasonable requests of depositors as to the denominations of certificates to be issued. Each depositor shall be provided with an envelope (Form PS 301), bearing printed information for the depositor's guidance, in which he may preserve his certificates. At offices having many accounts the depositor shall also be given a numerical reference card (Form PS 301-A), to enable him to refer to his account by number when making deposits.

Before accepting a deposit from a person who has already opened an account, the depositor's card (Form PS 600) shall be withdrawn from the files. If the proposed deposit will cause the depositor's balance to be more than \$2,500 exclusive of accumulated interest, only that portion of the deposit which will bring the balance to \$2,500 shall be accepted. Certificates covering the deposit accepted shall be issued and recorded.

Postmasters shall not accept issued postal savings certificates for safekeeping.

Certificates shall be issued in consecutive order, beginning with the lowest serial number. Serial numbers shall not be changed under any circumstances.

If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which no certificates have been issued, he shall continue to use

the book of higher serial numbers until it is exhausted and then issue from the book of lower serial numbers. If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which certificates have been issued, he shall resume issuing certificates from the partly used book of lower numbers until that book is completed. When the certificates issued out of order are reached in the regular order of issue, they shall again be entered in Abstract A with a notation "Issued and charged ———," showing the day, month, and year of issue.

19. Recording issued certificates daily and proving depositors' balances.—The depositors' cards (Form PS 600), after the entry of transactions, shall not be returned to the files until all accounts for the day are in balance. At the close of each day the total value of certificates issued shall be entered in the daily summary (Form PS 708, at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan). Also, the inclusive serial numbers for each denomination of the certificates issued, as shown by the retained stubs, shall be entered on Abstract A, which is furnished for first- and second-class offices in loose-leaf form (Form PS 705), but which for third- and fourth-class offices is in the daily summary (Form PS 708-T/F). The entries on the depositors' cards shall be proved daily by adding the deposits made during the day as shown thereon and comparing the total with the total shown by the abstract of issues (Form PS 705 or Form PS 708-T/F).

20. Errors.—If an error made in issuing a certificate is discovered before the issue is recorded and the certificate delivered, the postmaster shall stamp both the certificate and the stub "Spoiled" and shall issue the certificate bearing the next serial number. He shall enter the serial numbers of all such spoiled certificates on Abstract A at the close of each day and shall transmit the spoiled certificates with his next monthly report.

If an error is found on a certificate after issue, the depositor shall be requested to leave the certificate at the depository office, and the postmaster shall forward it to the Division of Postal Savings Banking and Investments, with a detailed description of the error made and the correction desired. The postmaster shall issue a receipt (Form PS 305—see art. 28 of this chapter) in duplicate for the certificate, give the original to the depositor, and place the duplicate as a memorandum with the depositor's card (Form PS 600). If necessary, the Division of Postal Savings Banking and Investments will issue and forward to the post-

master a new certificate bearing the same serial number, which the postmaster shall deliver to the depositor, destroying both the original receipt returned by the depositor and the retained duplicate. The certificate having been already entered on the depositor's card, the postmaster shall make such corrections as may be necessary by drawing lines through the erroneous entries and interlining the correct entries immediately above.

In case of error in making an entry in any postal savings record of his office, the postmaster shall draw a line through the entry and initial it. The original entry, however, shall not be rendered illegible. The correct entry shall then be made on the line immediately below, or, if subsequent entries have been made, by interlining immediately above the erroneous entry.

If the postmaster discovers an error after he has rendered his monthly account current which in any way affects its accuracy, he shall report the facts immediately to the Division of Postal Savings Banking and Investments.

Under no circumstances except as herein provided shall the postmaster erase or change an entry on any postal savings certificate, or in any postal savings record, without authority from the Division of Postal Savings Banking and Investments.

Change in Name of Depositor

21. A woman who opens an account and afterwards marries shall present her postal savings certificates to the postmaster, who shall note on the face of each certificate the new name of the depositor and affix his signature. The depositor shall be required to sign her new name on the depositor's card (Form PS 600). Until the depositor presents her certificates for proper notation, the postmaster, if aware of her marriage, shall receive no further deposits on her account nor make any partial payments of principal or interest to her; but he may make full payment to close her account on being satisfied as to her identity.

In the event of the change of a depositor's name by order or decree of a court, the procedure set forth in the preceding paragraph shall be followed.

Reissue of Certificates Lost, Stolen, or Destroyed

22. When notified by a depositor that his certificate or certificates have been lost, stolen, destroyed, or improperly withheld, the postmaster shall furnish an application (Form PS 607) for a certificate or certificates in lieu thereof. The detailed instructions on the application shall be followed carefully, and, when the application has been properly executed, the postmaster shall forward it to the Division of Postal Savings Banking and Investments. When a postmaster is notified of the loss or destruction

of a certificate or certificates issued to a depositor who has since died or become mentally incompetent, the provisions of articles 36 to 48 of this chapter shall be complied with in conjunction with this article.

If it is deemed proper, new certificates of the same denomination, date, and number will be issued by the Division of Postal Savings Banking and Investments, and forwarded to the postmaster, who shall verify all entries on the new certificates, giving particular attention to the "Date when interest begins." Certificates showing discrepancies shall be returned to the Department. The postmaster shall record the reissue of the certificates on the depositor's card (Form PS 600) by writing "Reissued" in the "Remarks" column in line with the entry of issue and shall deliver the new certificates to the depositor. If for any reason a postmaster is unable to deliver the reissued certificates to the depositor promptly, he shall return them to the Division of Postal Savings Banking and Investments, with a statement of facts and a transcript of the depositor's card (Form PS 600).

If, after a new certificate has been issued to replace one lost, the depositor reports that he has found the old certificate, he shall be instructed to surrender the old certificate. The clerk to whom the certificate is surrendered shall write the word "Canceled" across its face and deliver it promptly to the supervisory officer, who, after recording on the certificate the date on which it was received by him, shall transmit it promptly to the Division of Postal Savings Banking and Investments, with a statement of the facts.

WITHDRAWALS AND PAYMENT OF INTEREST

23. Any depositor may withdraw all or any part of the funds deposited to his or her credit, or the accrued interest, upon demand. When a depositor desires to withdraw all or part of the amount represented by a certificate together with the interest due thereon, or when he desires to withdraw only the interest due on a certificate, he shall present the certificate at the office of issue. (See arts. 29 to 33 of this chapter for information concerning withdrawals through a representative or by mail.)

Identification of Depositor

24. Upon presentation of a certificate for payment, the postmaster shall withdraw the depositor's card (Form PS 600) from the files. Unless the applicant for payment is personally known to be the depositor to whom the certificate was issued, the postmaster shall ask test questions as to personal facts shown on the depositor's card,

secure the applicant's signature on a separate slip of paper for comparison with the signature on the card, and take such other action as may be necessary to assure himself of the applicant's identity. If an office is equipped to take fingerprints, the instructions contained in the pamphlet (Form PS 45) entitled "Instructions Concerning Finger Impressions" shall be followed.

Determining Amount of Interest Due

25. The postmaster shall determine whether interest is payable on the certificate, and if any is due shall write in ink the amount of such interest in the receipt form on the certificate. See the leaflet (Form PS 100) entitled "Instructions Concerning the Payment of Interest on Postal Savings Certificates" for detailed working instructions, and the monthly interest tables (Form PS 100-B) for determining the interest due. A different table is furnished for each month and the amount of interest due during that month on any certificate is shown. No computing is involved except on certificates more than 10 years old.

Endorsement of Certificates

26. After the amount of interest, if any is due, has been written *in ink* in the receipt form on the certificate, the depositor shall endorse the certificate in the presence of the postmaster or his authorized representative and surrender it.

Assuming that no question of identity or ownership is involved when a depositor endorses and surrenders a certificate and it is noticed that his name was not written correctly at the time of issue, the paying clerk or authorized employee should line out the incorrectly inscribed name and write the name correctly so that it will agree with the signature. The notation "Depositor's true name" and the clerk's initials shall be placed on the certificate. If the name, however, was written correctly when the certificate was issued but the depositor has changed his signature, he shall be asked to sign the certificate again exactly as the name was written. If the depositor signs in print characters, the paying clerk shall write along the lower margin of the certificate below the endorsement the notation "True signature" and add his initials.

If a depositor cannot write and signs by mark, his name shall be written and attested by a disinterested witness in the following manner:

His
John X Doe
mark
Richard Roe
Witness

If a depositor signs his name in characters not used in the English language, his signature shall also be attested by a disinterested witness.

Neither the postmaster nor any clerk employed on postal-savings work shall act as witness, but any other employee of the office not engaged in postal-savings work and having no interest in the transaction may witness signatures to postal-savings certificates and documents.

The instructions in this article shall be observed even though fingerprints of the depositor are taken.

Payment

27. If the postmaster, after complying with instructions concerning identification and endorsement, is satisfied that the applicant is the depositor, and if the certificate bears no evidence of alteration or erasure and corresponds in every particular with the record of its issue, payment in accordance with the demand of the depositor shall be made; otherwise, payment shall be withheld until the postmaster is satisfied that it is proper.

Payment Withheld

28. If the postmaster is unable to satisfy himself as to the propriety of any payment, he shall transmit the certificate and the original record of the account with a statement of the facts to the Division of Postal Savings Banking and Investments, by official registered mail, after giving the holder a receipt on Form PS 305 for the certificate surrendered. The supply of Form PS 305 shall be kept by the postmaster or a designated official, and shall be delivered to window clerks in quantities estimated as a week's supply. Before being turned over to a window clerk, they shall be numbered in duplicate, and the clerk shall be required to account for each form disposed of.

Withdrawal Through Representative

29. Payment of principal and interest.—When it has been shown to the postmaster's satisfaction that a depositor, because of infirmity or for other good and sufficient reason, cannot appear in person to make a withdrawal, the postmaster shall furnish to the representative of such depositor a blank order for the purpose. Payment shall not be made on such an order unless the postmaster is satisfied as to the identity of both depositor and representative and that the transaction is bona fide.

For the payment of both principal and interest on a certificate to such a depositor, he shall be furnished with a blank order (Form PS 304). When the order has been properly filled out and signed by the depositor, it shall be returned to the postmaster, together with the certificate or certificates properly endorsed by the depositor. The depositor shall give a receipt on the certificate in the following form: "Received the amount of this certificate and \$----- interest due thereon." The amount of inter-

est payable shall be inserted by the postmaster in the receipt form on each certificate before the representative receipts on Form PS 304 for the total payment. The postmaster shall then make payment to the representative. The payment of the certificate and interest shall be recorded as provided in article 35 of this chapter and the leaflet Form PS 100. The order on Form PS 304 shall be filed with the depositor's card (Form PS 600). (See art. 63 of this chapter concerning interest payments subject to withholding tax.)

30. Payment of interest only.—When such a depositor desires to withdraw only the interest payable on any certificate or certificates, he shall be furnished with a blank order (Form PS 302). When the order has been properly filled out and signed by the depositor, it shall be returned to the postmaster, together with the certificate or certificates properly endorsed by the depositor. The postmaster shall then proceed as provided in the leaflet Form PS 100, paying the interest due and delivering to the representative the new certificate or certificates issued in the name of the depositor for the amount of the principal. The order on Form PS 302 shall be filed with the depositor's card (Form PS 600). (See art. 63 of this chapter concerning interest payments subject to withholding tax.)

31. Death of depositor after endorsement and before payment.—If the death of a depositor occurs after he has signed an order for a withdrawal and before it has been presented for payment, the postmaster, if aware of such death, shall defer payment and proceed as provided in articles 36 to 48 of this chapter.

Withdrawal by Mail

32. Payment of principal and interest.—
(a) When a depositor desires to make a withdrawal by mail of all or any part of the amount of any of his certificates, the postmaster at any depository office shall furnish him application blanks (Form PS 315) for requesting payment of all or part of the principal and any interest due on such certificates by money order, less the usual fee, or by check. The applicant shall endorse the certificates and complete the application form, in duplicate, in the presence of any postmaster, who shall affix his signature to the application, as witness, and date it with the office stamp. The postmaster shall retain the duplicate of Form PS 315 to assist in the identification of the depositor on presentation of the money order or check for payment. The depositor shall forward the endorsed certificates and the original Form PS 315, at his own expense, preferably by registered mail, to the postmaster at the office where the account is held.

(b) The depositor shall give a receipt on the certificate in the following form: "Re-

ceived the amount of this certificate and \$..... interest due thereon." If any interest is due, the amount shall be entered in the receipt form on the certificate by the postmaster at the paying office.

(c) The postmaster at the office where the certificates were issued, if satisfied as to the applicant's identity, shall follow the directions of the depositor on Form PS 315 as to payment, and shall forward the amount withdrawn and any new certificates issued in exchange to him at the stated address, making payment either by a money order, less the usual fee, or by a check on the postmaster's authorized money order credit with the Treasurer of the United States and using Form PS 320 as the letter of transmittal.

(d) If payment by check has been requested and the paying postmaster has not been granted a credit with the Treasurer of the United States, he shall send to his central accounting postmaster, with a completed Form PS 320, any new certificates issued in exchange, and a requisition on Form 1847 for the funds needed, and shall request the central accounting postmaster by means of Form PS 320-A to forward a check for the amount due direct to the depositor. If the depositor has requested that the mailing be registered, the minimum registry fee shall be deducted by the paying postmaster or the central accounting postmaster, whichever mails the withdrawal to the depositor. The amount requisitioned on Form 1847 should be debited in the postal account as advanced by central accounting office and credited in that account as transferred to postal savings. The amount should also be debited in the postal savings account as a transfer from the postal account.

(e) The payment of the certificates and interest shall be recorded as provided in article 35 of this chapter and the leaflet Form PS 100. The application on Form PS 315 shall be filed with the depositor's card (Form PS 600). (See art. 63 of this chapter concerning interest payments subject to withholding tax.)

33. Payment of interest only.—When such a depositor desires to withdraw only the interest payable on any certificate or certificates, he shall be furnished with a blank application (Form PS 315-A). When the order has been properly filled out and signed, the depositor shall forward it with the certificate or certificates properly endorsed to the postmaster at the office where the account is held, as provided in article 32 of this chapter. If the depositor's identity is satisfactorily established, the postmaster at the latter office shall proceed as provided in the leaflet Form PS 100 and shall forward the amount of interest due to the depositor at the stated address by money order, less the usual fee, or by check on the

postmaster's authorized credit with the Treasurer of the United States, together with the new certificates issued in lieu of those surrendered, using Form PS 320 as the letter of transmittal. If payment by check has been requested and the paying postmaster has not been granted an authorized credit with the Treasurer of the United States, he shall follow the procedure prescribed in paragraph (d), article 32 of this chapter. The order on Form PS 315-A shall be filed with the depositor's card (Form PS 600). (See art. 63 of this chapter concerning interest payments subject to withholding tax.)

Closing Accounts

34. Whenever all certificates issued to a depositor have been paid, the depositor's card (Form PS 600), bearing the record of the account, shall be marked "Account closed" and placed in a separate file with other closed accounts in numerical order.

Handling of Paid Certificates

35. Certificates when paid either in full or in part, or when surrendered for payment of only the interest due, shall be stamped on the face with the special "Paid" date stamp furnished for the purpose. The stamp shall be maintained in good working order, and the imprint shall show clearly the month, day, and year of payment. If the date of payment is not legible, the certificate shall be stamped again on the back in such manner that the date can be read. The employee making the payment shall place his initials on the face of each certificate along the right margin.

Paid postal savings certificates shall not remain in the custody of the postal savings window clerk; they shall be delivered daily to the postmaster or some designated official or clerk who shall be responsible for the protection of the paid certificates and who shall be charged with the duty of preparing the monthly reports.

The payment of certificates shall be recorded on the depositor's card (Form PS 600). The date of the transaction and the respective amount of interest paid, if any, shall be entered in line with the serial number of each surrendered certificate. The total amount of the certificates surrendered and the new balance shall be shown on the next unused line. Depositors' cards (Form PS 600) which have been withdrawn in the course of a day's transactions shall not be returned to the files until the issues, payments, and extensions recorded thereon have been verified. This verification shall be made by adding, preferably by means of an adding machine, the following items:

- (1) The issues recorded for the day.
- (2) The payments recorded for the day.

(3) The balances to the credit of depositors before entry of the day's business.

(4) The balances to the credit of depositors after entry of the day's business.

The total of the issues, item (1), shall be checked against the issues as recorded in Abstract A. The total of the payments, item (2), shall be checked against the payments as recorded in Abstract B. If there are no compensating errors, the mathematical accuracy of the extensions of the depositors' cards is proved if the sum of the totals of items (1) and (3) equals the sum of the totals of items (2) and (4). Extreme care must be exercised to see that the right card is used for recording each transaction.

At the close of each day's business or at such time during the day as may be convenient, the postmaster shall enter the date of payment and serial numbers of the certificates paid under the proper denominations in Abstract B (which is bound in a book, Form PS 706, separate from other forms, for first- and second-class offices, but is in the daily summary, Form PS 708-T/F, for third- and fourth-class offices). He shall also enter the total amount of principal and total amount of interest paid in the daily summary (Form PS 708 at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but, in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan).

Death or Legal Disability of Depositor

36. Report to Department.—The postmaster shall report the death or legal disability of a depositor to the Bureau of Finance, Division of Postal Savings Banking and Investments, on Form PS 113 (Report of the Death or Incompetence of a Depositor), giving all information requested on the form and such other information as may be of assistance in the settlement of the account; and shall submit therewith legal papers or the application for payment of the account filed with him by entitled next of kin, creditors, or other bona fide claimants. To expedite the filing of applications for payments of such accounts, postmasters should keep on hand Forms PS 112, PS 113, PS 114, PS 115, and PS 115-A. After the death of a depositor his account shall not be increased by further deposits.

37. Claim by beneficiary.—A depositor may not designate a beneficiary except by a valid will. If the distributable balance in the postal savings account of a deceased depositor is less than \$500, and if it is not required by State law that the will be submitted for probate, the beneficiary named

in a valid will may apply for payment of the account on Form PS 114, which application shall be supported by the receipts mentioned in the instructions on the form, a copy of the will certified by a clerk of the court or by a notary public, and releases on Form PS 134 executed by entitled next of kin or other beneficiaries. The postmaster shall forward the application with supporting papers and Form PS 113 to the Division of Postal Savings Banking and Investments, who may authorize payment to the proper person or persons. If it is necessary that the will be submitted to a court for probate, the instructions in article 43 of this chapter shall be followed.

38. Claim by next of kin.—If a depositor dies intestate and the amount on deposit is \$500 or less, or where the laws of the State in which the money is deposited provide either specifically or by court decision for the payment of a larger amount without administration, the postmaster shall obtain an application for payment on Form PS 114 from one of the next of kin or the person who paid the funeral expenses. This form properly executed, together with all supporting papers, and Form PS 113 shall be forwarded by the postmaster to the Division of Postal Savings Banking and Investments, who, if the application is approved, may authorize payment of the amount to the depositor's credit, with all interest due, to the entitled person or persons.

39. Claim by undertaker or other preferred creditor.—If the funeral expenses and other preferred claims have not been paid and no exemptions are created by the laws of the State in which the money is deposited, or if existing exemptions do not equal the amount on deposit, the postmaster shall obtain an application for payment on Form PS 115 from the undertaker or undertakers employed or from the other preferred creditor or creditors. This application, accompanied with an itemized bill and a certification on Form PS 115-A by the responsible heir as to the correctness of the claim, shall be forwarded by the postmaster, together with Form PS 113, to the Division of Postal Savings Banking and Investments, who may authorize payment to the proper person or persons.

40. Claim by foreign consular officer.—In the event of the death intestate of a depositor residing in the United States who is survived by alien heirs residing abroad entitled to the amount on deposit or a portion thereof, the postmaster shall obtain an application for payment on Form PS 112 from the consular officer having jurisdiction in the case. This application shall be forwarded by the postmaster, together with Form PS 113, to the Division of Postal Savings Banking and Investments, who may

authorize payment to the proper person or persons.

41. Claim in case of death of depositor residing abroad.—In case of the death intestate of any depositor while residing abroad, application shall be made to the Division of Postal Savings Banking and Investments, for special instructions.

42. When requirements as to funeral expenses may be waived.—When a depositor dies and is buried abroad, is lost at sea, perishes in some catastrophe that makes interment impossible, or is buried by the United States Government, a statement to that effect shall be made in the application for payment, in which event the requirements as to the funeral expenses will be waived.

43. Administration, when required.—When the amount on deposit is such that more than \$500 will be available for distribution to heirs after allowing for preferred claims of funeral charges and charges of last illness, it will be necessary that a legal representative be appointed, preferably under the laws of the State in which the money is deposited, unless the State either by statute or by an acceptable previous court decision does not require it.

44. Claim by legal representative.—The legal representative duly appointed by the court either for the estate of a deceased depositor or for a depositor who has been legally declared incompetent to handle his own affairs shall submit a certified copy of the order of a court of competent jurisdiction or a certificate showing that he has been appointed and is qualified as the executor, administrator, or other legal representative. If the appointment has been in force more than one year, a certificate from the issuing court shall be required to the effect that the appointment is still in full force and effect as of the current date. This date shall not be more than 60 days before its acceptance by the postmaster. A formal application on Form PS 114 or other form will not be required. The papers submitted by the executor, administrator, or other legal representative shall be forwarded by the postmaster, together with Form PS 113, to the Division of Postal Savings Banking and Investments, who may authorize payment to the proper person or persons.

45. Claim by person designated by court to receive postal savings account.—A person (or one of the persons) decreed by a court to be entitled to receive the proceeds of a postal savings account, or that portion of the depositor's estate which will include such account, shall apply for the proceeds of the account on a Form PS 114 amended to reflect the particular circumstances and properly notarized. The application shall be accompanied by a copy of the pertinent order or decree, certified by the issuing

court. The application and certified court paper shall be transmitted by the postmaster, together with Form PS 113, to the Division of Postal Savings Banking and Investments, who may authorize payment to the proper person or persons.

46. Authority for payment.—Payment of the amount on deposit or any part thereof, including interest, to the credit of a deceased, insane, or otherwise legally incompetent depositor shall not be made until specific authority therefor has been received from the Division of Postal Savings Banking and Investments. The postmaster shall follow without deviation the directions as to payment given in the letter authorizing the payment. If it should appear to the postmaster that a material error has been made in the letter of authorization, he shall withhold payment and notify the Division of Postal Savings Banking and Investments.

47. Method of making payment.—Before making payment the postmaster shall obtain the signature of the payee (each payee, if more than one) on each of the certificates and on his receipt for all interest due (or that portion of the interest that has been authorized for payment) in the following form: "John Doe, by Richard Roe" (executor, widower, guardian, or other proper title). Payment of the account of a deceased or incompetent depositor shall be made in its entirety, at one time and without delay. If for any reason a postmaster is unable to effect such payment, he shall withhold payment of the entire amount on deposit and report the facts to the Division of Postal Savings Banking and Investments. Whenever the proceeds of the account are to be remitted by mail, payment shall be made by money order, less the usual fee, or by check drawn on the money order credit with the Treasurer of the United States, in accordance with the request of the payee. (See art. 32 of this chapter covering payments by mail.)

48. Treatment of paid certificates.—After payment has been made as authorized, the certificates shall be treated as paid and forwarded by the postmaster with his next monthly postal savings account current, together with the duplicate copy of section C of Form PS 113, completed to show date of payment and number of authorization.

Funds to Meet Withdrawals

49. Postmasters shall, if practicable, pay out of daily postal savings receipts amounts withdrawn by depositors, including both principal and interest due.

In order to obtain funds to meet withdrawals of principal or interest in excess of daily receipts, funds shall be borrowed from other accounts as follows:

At first-class post offices, from the money order account by transfer of cash or issuance

of a check on the money order credit with the Treasurer of the United States.

At second-, third-, and fourth-class post offices, from the postal account by transfer of cash or issuance of a check on the money order credit with the Treasurer of the United States, or by requesting an advance of postal funds from the central accounting office.

Entries in the daily record of cash transactions to account for advances from one fund to another shall be made as follows:

At two-division plan offices, a credit entry shall be made on the daily money order report, Form 6745-C, for the total amount transferred to postal savings and a debit entry shall be made in the daily postal savings record, Form PS 630-A.

At non-divisional first-class offices, a credit entry shall be made in the money order cashbook Form 6744, and the debit entry in the postal savings cash book, Form PS 708.

At second-, third-, and fourth-class offices, the credit entry shall be made in the postal cashbook for the total of advances each day and a debit entry made in the postal savings daily summary, Form PS 708 or PS 708 T/F.

Amounts borrowed should be repaid if postal savings receipts become available by later deposits. To account for such repayments, at two-division plan offices, an adjustment of the credit shall be entered on Form 6745-C and an adjustment of the debit shall be made on Form PS 630-A. At nondivisional first-class offices, a debit entry shall be made in the money order cash book Form 6744, and a credit in the postal savings cashbook, Form PS 708. At second-, third-, and fourth-class offices, a debit entry shall be made in the postal cashbook and a credit entry shall be made in the daily summary, Form PS 708 or PS 708 T/F.

When later deposits of postal savings are not sufficient to repay amounts borrowed from other accounts before the close of the month, the amount remaining unpaid shall be entered in A/C 03 at first-class offices, or A/C 05 at second-, third-, and fourth-class post offices, of the monthly account current (Form PS 704). Credit entries entitled "Transferred to Postal Savings" for any such amounts not repaid by the close of the quarter shall be reflected in A/C 565 of the quarterly postal account, or in the first-class offices which have borrowed money-order funds, the net credit entry shall be made in A/C 89 of the quarterly money-order account. These entries when properly posted should account for the combined amounts borrowed (and not repaid) during the quarter.

Money borrowed under any of the above outlined procedures should be repaid at any time during the month in which it is borrowed if funds become available. How-

ever, at the close of business of each month the transactions shall be recorded as herein directed and no amounts borrowed in one month shall be repaid in a later month.

DISPOSITION OF FUNDS

Remittance to Central Accounting Office

50. Postmasters shall remit each day to the central-accounting postmaster all surplus postal savings funds when the amount on hand equals or exceeds \$50. Whenever possible, remittances shall be prepared and dispatched after the close of business each day. When funds subject to remittance are received after the dispatch of the last mail, they shall be forwarded the next day on the last mail available for that day, unless used in the meantime to meet withdrawals of postal savings certificates and interest, together with all surplus funds that have accrued to that time. When practicable, remittances may be made by official check as provided in chapter XXII, article 31; however, bank drafts may be used for this purpose by the postmaster in a city where a bank has been designated as a general depository for Government funds and authorized by the Treasury Department to furnish the drafts without cost to the postmaster. A postmaster who remits surplus funds by bank draft or official check is authorized to retain until the next business day funds accumulated after the regular daily deposit in the bank, provided the safeguarding facilities of his office are adequate. The funds so retained shall be included in the next regular remittance unless used in the meantime to meet withdrawals of postal savings certificates and interest. At offices where the safeguarding facilities are inadequate, the postmaster shall make a special registered remittance of accumulated funds if an authorized dispatch is available.

Postmasters shall not be required to remit to their central accounting offices surplus postal savings funds in any amount less than \$50, except on the last day of the month in closing the account, when all postal-savings cash on hand shall be disposed of. To facilitate replacement in the event of loss, postmasters shall keep adequate records of checks or drafts included in remittances or deposits.

If one or more local banks have been designated limited depositories for public funds by the Secretary of the Treasury, the postmaster shall deposit his surplus postal-savings receipts temporarily in such bank or banks, and shall remit by official check, avoiding as far as practicable the purchase of bank drafts and cashier's checks. Where no bank has been designated as a depository for public funds, the postmaster shall remit in one of the following ways: (1) By draw-

ing checks upon an account maintained with a local bank; (2) by purchasing a bank draft or cashier's check; or (3) by mailing funds, using registered mail if currency or coin is included. With the first and second methods, preference should be given to banks that are members of the Federal Deposit Insurance Corporation. Postmasters whose official use of local banks in accordance with the above instructions is restricted or prevented because of service charges, and central accounting postmasters who are unable to negotiate without expense or obtain immediate credit for checks or drafts received as remittances, shall promptly inform the Division of Postal Savings Banking and Investments. Postmasters shall not use personal checks for the purpose of making remittances, and they will be held liable on their official bonds for any losses of postal savings funds resulting from fault or negligence on their part.

All remittances of postal-savings funds to other post offices shall be accompanied with a letter of transmittal (Form 990), on which the remitting postmaster shall indicate the class of funds being remitted and the month in which the remittance will be credited. A copy of the letter of transmittal on Form 990-A shall be retained in the office. If the remittance includes currency, coin, or canceled savings stamps, it shall be made by registered mail and shall be prepared and dispatched in the manner required by chapter XXII, articles 41 and 42, for the remittance of postal funds.

Recording of Remittance by Remitting Postmaster

51. The amount of funds remitted shall be credited by the remitting postmaster in his daily summary (Form PS 708 at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but, in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan) on the date of remittance and as business of the month in which the funds were received. The total of each month's remittances, which shall account for all of the surplus funds, shall be shown as a credit entry in A/C 14 of the monthly account current (Form PS 704); and in Abstract C on the back thereof the date, amount, and receipt number of each such remittance shall be entered. The monthly account current shall not be delayed because all receipts on Form 990 covering remittances for the month have not been received, but the report shall be forwarded promptly at the close of the month and the numbers of the missing receipts omitted.

Recording Receipt of Funds by Central Accounting Postmaster

52. Central accounting postmasters shall receipt on Form 990 for remittances of

postal-savings funds received from other offices. The receipt shall be numbered and the number recorded on the remittance letter, Form 990. The amounts received shall be debited in the daily summary (Form PS 708, or in lieu of the summary at larger offices, Forms PS 630-A and PS 630-C/A) and the funds included with the next deposit to the credit of the Board of Trustees.

Central accounting offices equipped with cash accounting machines shall list such remittances on the monthly schedule of deposits (Form 989), using a separate form for each office. At the end of the month the total of the remittances received shall be listed alphabetically by offices on Form 991.

Central accounting offices not equipped with cash accounting machines shall enter the amount of each remittance and the total for each office on Form 991. The total of the remittances received from all offices shall be shown by a debit entry on the monthly account current, Form PS 704.

Central accounting postmasters shall, as far as possible, debit the receipt of remittances in their records and reports for the month indicated in the remittance letters, and shall credit in the same month the deposit of the funds with the Treasurer of the United States. Form 991 shall be forwarded promptly after the close of each month to the Regional Accounting Office, in special envelope (Form 908), and at offices equipped with cash accounting machines the monthly schedules of deposit (Form 989) shall be enclosed therewith.

Central accounting offices may use funds remitted to them by other offices to meet withdrawals by depositors of their own offices.

Deposit of Funds by Central Accounting Postmaster

53. The postmaster at a central accounting office in a city or town where a Federal Reserve bank, branch Federal Reserve bank, or general depositary for public funds is located shall deposit his surplus receipts daily in such depositary in the general account of the Treasurer of the United States, to the credit of the Board of Trustees, Postal Savings System, on account of miscellaneous deposits, Symbol 42001, using certificate of deposit (Form 6549). The amount of funds deposited shall be credited by the postmaster in his daily records, and the total of such deposits for each month shall be shown as a credit entry on the monthly account current (Form PS 704); and the date, amount, and receipt number of each such deposit shall be entered in Abstract C on the reverse side of PS 704. The postmaster at Washington, D. C., shall deposit his surplus receipts daily with the Treasurer of the United States.

ACCOUNTS, RECORDS, AND REPORTS

Daily Records of Transactions

54. The postmaster at a postal savings office shall keep a daily summary (Form PS 708 at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but, in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan) in which he shall enter daily all postal savings funds received and disbursed, all postal savings certificates received, issued, and otherwise disposed of, and other information concerning the postal savings transactions at his office required by these instructions. Offices authorized to use Form PS 621 shall prepare thereon a daily record of all postal savings business transacted, using a separate form for the main office and for each station and branch. This record shall also be used in preparing the daily summary. (See art. 59 of this chapter as to preparation of Form PS 621 at stations.)

The value of certificates issued and paid shall be proved daily and the totals carried to the daily summary, or, at offices operating under the two-division plan, to Forms PS 630-A and PS 630-C/A, as provided in articles 19 and 35 of this chapter. Interest payments on certificates shall be entered on the depositors' cards (Form PS 600), and the total payments carried daily to the daily summary or Forms PS 630-A and PS 630-C/A, as the case may be, as provided in article 35 of this chapter.

The daily summary shall be closed daily, all items of receipt and disbursement verified, and all balances proved. No entry need be made on days when no postal savings business is transacted, but at the top of the page on which later business is recorded the dates on which no business was transacted shall be noted. When no business is transacted for several consecutive days, the inclusive dates shall be shown. When no business is transacted during a calendar month, the entry of such dates indicating no business shall be omitted. (See instructions on the inside cover of the form.)

Certificates as issued shall be entered individually on the depositors' cards (Form PS 600). The inclusive serial numbers of certificates issued shall be entered daily on Abstract A, which for first- and second-class offices is furnished in loose-leaf form (Form PS 705), but which for third- and fourth-class offices is in the daily summary (Form PS 708-T/F).

Certificates paid shall be entered on the depositors' cards (Form PS 600) and on Abstract B, which for first- and second-class offices is bound in a book (Form PS 706) separate from other forms, but which for

third- and fourth-class offices is in the daily summary (Form PS 708-T/F).

Preparation of Monthly Account Current (Form PS 704)

55. At the close of business on the last day of each month the postmaster shall prepare an account current on Form PS 704, covering the business of the main office and all stations and branches, by combining items shown in his daily summary (Form PS 708 at first- and second-class offices; Form PS 708-T/F at third- and fourth-class offices; but, in lieu of the summary, Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan). The number of certificate forms of each denomination on hand at the close of the month shall be verified by actual count of the stock and the total value thereof computed before the monthly report is rendered. After preparation, the account current shall be checked carefully and forwarded promptly, with abstract of certificate transactions (Form PS 706-A), all paid certificates, special interest vouchers, spoiled certificates, and other supporting vouchers to the Regional Accounting Office, by ordinary mail in the special envelope (Form PS 331) provided for that purpose. If no business is transacted during any month, an account current (Form PS 704) showing the cash, stock, depositors' balances, and number of open accounts shall be forwarded, and the words "No business transacted" written across the face of the cash account. The account current shall be signed in ink by the postmaster, or in his absence by the assistant postmaster or other representative designated in accordance with chapter I, articles 28 and 29. The postmaster shall keep on file in his office copies of all reports and abstracts.

The balance in the summary of depositors' accounts shall be verified at least once every 6 months. If the total of balances to the credit of the individual depositors, as shown by the depositors' cards (Form PS 600), does not agree with the amount shown by item 39 of the summary of depositors' accounts, the following action shall be taken at once to discover the errors:

Examine the depositors' cards (Form PS 600) to see that no errors in addition or subtraction have been made. If the error is not discovered in this operation, then check the entries on depositors' cards (Form PS 600) with the records of certificates issued and paid.

If the two items are not brought into balance within a reasonable time, that fact shall be reported to the Division of Postal Savings Banking and Investments, and additional instructions will be furnished.

Procedure When Change of Postmaster Occurs

56. *New postmaster.*—When a change of

postmasters occurs, the retiring postmaster shall deliver all unissued postal savings certificates and cash on hand to his successor, who shall make a careful inventory thereof and deliver to the retiring postmaster a receipt in duplicate (form furnished by Department with instructions) for the stock and cash actually received by him. The receipt shall be dated as of the day on which the retiring postmaster relinquished the office. The incoming postmaster shall also check the amounts receipted for with the balances shown in the daily summary (Forms PS 708 or PS 708-T/F; Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan), and the retiring postmaster's final account current Form PS 704, and if he finds a discrepancy which cannot be reconciled he shall report the matter at once to the Division of Postal Savings Banking and Investments. The retiring postmaster shall debit in his final postal savings account any amount advanced from the money order or postal account and not repaid. The retiring postmaster shall forward the original receipt with his final report to the regional accounting office, and shall deliver to his successor all postal savings records, blank forms, dating stamps, and instructions which have been received from the Department.

When a change occurs during the month, each postmaster shall render a separate report covering that part of the month for which he served as postmaster.

57. Postmaster succeeding himself.—When an acting postmaster is commissioned as postmaster or if a postmaster is recommissioned under a new bond, a receipt (form furnished by the Department with instructions) in duplicate shall be prepared by the postmaster as of the date on which he assumed charge under the new commission, which date shall not be prior to the day on which the new commission is received from the Department. If a postmaster or acting postmaster continues under a renewal bond, a receipt in duplicate shall be prepared as of a date not prior to the day on which notice of the acceptance of the new bond is received from the Department. The original receipt shall be forwarded to the regional accounting office, with the final report submitted under the old commission or bond. The duplicate receipt shall be retained. If in any case the change occurs during a month, separate reports shall be rendered covering the respective parts of the month in which the old and the new commissions or bonds were operative.

STATIONS AND BRANCHES

Certificates and Supplies

58. Stations and branches designated as postal savings depositories shall be furnished

from the main office with postal savings certificates and other supplies. A separate account shall be kept at the main office showing the distribution of all certificates to the main office and to stations and branches. Postal savings certificates transferred to or returned by a station or branch shall be accounted for at the station or branch by appropriate entries in the postal savings certificate form account of the daily summary or other record. Superintendents of stations or branches shall use Form PS 311 when requisitioning postal savings certificates from the main office. Stock shipped from the main office to stations and branches shall be accompanied by an invoice (Form PS 312).

The supply of certificates for use at stations or branches shall be held at the main office until such certificates are actually needed, record of the stock for each station or branch being kept on Form PS 310. Certificates furnished on requisition to stations or branches shall ordinarily consist of not more than one book of any series; except that where the issues in a month usually exceed one book, the postmaster is authorized to furnish an additional book or books. The clerk in charge of the supply of certificates at the main office and the clerk receipting for the certificates at the station or branch shall each make a careful examination of each book to see that there are no missing certificates.

Records and Reports

59. The usual records of postal savings transactions shall be kept at each branch and station designated as a postal savings depository, except that in the case of an office operating under the two-division plan, the postmaster may authorize the station or branch superintendent to dispense with the daily summary (Form PS 708), provided satisfactory arrangements are made to retain permanently duplicate copies of the daily report (Form PS 621). The superintendent of each station and branch shall submit a report to the postmaster on Form PS 621 for each workday, but the postmaster may authorize the superintendent to use Form PS 621-B on days when no business is transacted.

The postmaster shall prepare a daily report on Form PS 621 covering postal savings business at the main office. The day's business for the entire postal district shall be summarized at the main office, and the daily summary (Form PS 708) kept at the main office (Forms PS 630-A and PS 630-C/A at offices operating under the two-division plan) shall be a record of the business transacted there and at stations and branches. At the close of each month the postmaster shall prepare and forward to the regional accounting office, a consolidated account current (Form PS 704),

covering the business of the main office and all stations and branches, as shown by the daily summary (Form PS 708) or, at offices operating under the two division plan, by the daily report of the auditor (Form PS 630-C/A). Individual abstracts of certificate transactions (Form PS 706-A), with supporting vouchers, for the main office and for each station and branch shall be submitted with the consolidated report on Form PS 704. The postmaster may require superintendents at stations and branches to prepare this abstract and submit it to him for transmission.

Funds

60. The report on Form PS 621 shall be accompanied by the net postal savings receipts of the day and all vouchers covering the day's transactions, and shall be dispatched in time to permit the funds remitted to be included in the postmaster's deposit or remittance on the following day. If accompanied by a remittance containing currency, coin, or canceled savings stamps, the report shall be sent by registered mail, properly witnessed as to count, sealing, and dispatch.

The postmaster may authorize the superintendent of a station or branch to use postal or money order funds in paying postal savings certificates and to submit to the main office as a part of the daily remittance of postal or money order funds a memorandum slip (Form PS 622) debiting postal savings funds with the amount of other funds used. On receipt of this memorandum at the main office the necessary adjustment shall be made between the funds involved. Remittances from a station or branch to the main office may, with the approval of the postmaster, be made in the form of checks or drafts, as provided by article 50 of this chapter. The postmaster shall arrange to transmit to the station or branch such postal savings cash as may be needed to meet withdrawals in excess of its available funds.

MISCELLANEOUS PROVISIONS

Legal Proceedings Affecting Deposits

61. Postmasters shall report promptly to the Bureau of Finance, Division of Postal Savings Banking and Investments, any claim made or legal proceedings instituted for the purpose of effecting the payment of postal savings deposits, forwarding at the same time any legal papers served upon them in connection therewith. Payment of withdrawals involving disputed accounts shall be withheld pending instructions from the Department.

Taxation of Interest on Deposits

62. General.—The Public Debt Act of 1941 provides that the interest credited to

postal savings accounts upon moneys deposited on and after March 1, 1941, is not exempt from income taxes now or hereafter imposed by the United States, but that the interest credited to postal savings accounts upon moneys deposited before March 1, 1941, is wholly exempt from Federal income tax. The issuance of new certificates in connection with the collection of interest on deposits made before March 1, 1941, does not nullify the exemption.

63. Interest payments to nonresident aliens.—Under the provisions of section 143 (b) of the Internal Revenue Code, accrued interest on postal-savings funds deposited on or after March 1, 1941, paid to nonresident aliens is subject to withholding tax.

Accordingly, where an application for withdrawal either by mail or through a representative originates at an address outside the continental United States, any of its possessions, or military establishments, the depositor shall be considered a nonresident alien for tax purposes unless the application specifically states otherwise or the representative is willing to make a written statement on the reverse of the application that to his personal knowledge the depositor is an American citizen temporarily residing abroad.

When an application for payment subject to tax is received, the verification of the certificates and identification of the depositor (and representative if applicable) shall be performed in the usual manner. If the application is presented by a representative, he should be given a receipt for the certificates and informed that payment will be mailed from the Department. The amount of interest due should be computed and entered in the receipt form on each certificate. A check for the full amount of interest due, plus any principal which is to be withdrawn, shall be drawn on the postmaster's authorized credit with the Treasurer of the United States to the order of the Board of Trustees, Postal Savings System, and forwarded to the Bureau of Finance, Division of Postal Savings Banking and Investments, Washington 25, D. C. The check shall be accompanied by the following: (a) Form PS 320 provided payment is to be made to the depositor; (b) the name and address of the depositor and of the person receiving payment provided withdrawal is made through a representative; (c) a list showing the serial numbers of the certificates paid, the issue and interest dates thereon, together with the original date of the deposit of the funds upon which interest is being paid; and (d) certificates of deposit, if any, issued in exchange. If no money order credit has been granted, the paying postmaster shall send a requisition on Form 1847 for the amount required to his central-accounting postmaster, to-

gether with Form PS 320-A amended to request the check be made payable to the Board of Trustees, Postal Savings System. The Form PS 320 if applicable and other essential data listed above shall accompany the Form PS 320-A and Form 1847 to the central-accounting postmaster for subsequent transmittal to the Department with the check.

Credit for payment of the certificates and interest shall be taken by the postmaster in his records and reports in the usual manner. Payment to the depositor or representative will be made by the Department by money order or check in accordance with instructions on the letter of transmittal.

When correspondence embracing payments of nontaxable postal-savings interest is forwarded to the Department for the affixing of necessary postage, a statement that the payee is a United States citizen or that the interest is nontaxable should accompany the enclosure to avoid unnecessary correspondence or delay.

All inquiries and complaints relative to the withholding of tax on payments of interest to nonresident aliens should be referred to the Department for attention.

Powers of Attorney

64. Powers of attorney will be accepted only when executed by members of the armed forces serving abroad. If a power of attorney is presented in connection with a request for withdrawal of deposits, it shall be submitted by the postmaster to the Bureau of Finance, Division of Postal Savings Banking and Investments, for approval, and it must be accompanied with a statement from the attorney-in-fact that the depositor is still living and is stationed outside the United States. No payment shall be made until approval has been received.

Privacy of Accounts

65. Postmasters and postal employees shall not disclose the name of any postal savings depositor nor give any information concerning a particular account to any person other than the depositor himself unless specifically authorized to do so by the Division of Postal Savings Banking and Investments, except in the following circumstances:

When a depositor is deceased or has been adjudged mentally incompetent, in which case information relative to the amount on deposit may be furnished to the duly appointed legal representative or the next of kin.

Upon the request of any State or county supervisor of old-age or unemployment assistance established pursuant to the provisions of the Social Security Act, the balance to the credit of any applicant for such assistance may be furnished, provided

the relief supervisor has reason to believe the applicant has a postal savings account.

When the applicant for relief has given written permission to representatives of relief agencies not connected with the Social Security Act and the relief supervisor has reason to believe the applicant has a postal savings account, information as to the balance in the postal savings account may be furnished.

When a post-office inspector so requests, information shall be furnished him regarding any postal savings account.

Nuisance Accounts

66. Accounts persistently showing a rapid turn-over of deposits or which are intended to serve as a safe place in which to leave funds for brief periods or which otherwise indicate an unreasonable use of postal savings facilities are considered nuisance accounts.

Holders of accounts meeting the above descriptions should be notified orally or in writing that unless they make a more conservative use of the Postal Savings System it will be necessary to refuse further deposits. In talking or writing to the owners of nuisance accounts, postmasters should display or enclose a copy of the leaflet Form PS 4 and call attention to the paragraph entitled "Nuisance Accounts." Postmasters may, if the depositor does not comply with the request for a more conservative use of his account, refuse to accept further deposits; and in those instances where it is known that an applicant to open a new postal savings account has had previous accounts at the office which were nuisance accounts, the postmaster will be justified in refusing to open a new account unless the applicant agrees to use it for thrift purposes.

Inactive Accounts

67. Accounts that show no transactions either as to principal or interest for a period of 5 years or more are regarded as inactive. The file of depositors' cards (Form PS 600) shall be reviewed twice each year and all accounts which have been inactive 5 years or more shall be withdrawn for investigation, the accounts withdrawn to be kept in numerical order. A reference card (Form PS 600 or improvised card of the same size) with the depositor's name, account number, balance to the credit of the account, and a notation stating the purpose for which the account was withdrawn shall be placed in the file of active accounts for reference purposes only. Whenever possible, inactive accounts shall be placed in the personal custody of a supervisory official or specially designated clerk. The postal savings clerk shall keep a record of the total number and total amount of inactive accounts withdrawn, and shall adjust this record from time to time as replacements

and further withdrawals of inactive accounts are made. The official or clerk having custody of the inactive accounts shall maintain for control purposes a record of the account numbers, the balance to the credit of each account, and the total of the balances. If the inactive accounts cannot be taken from the custody of the postal savings clerk because of a limited force, they may be kept in the same drawer as the active accounts but shall be grouped separately.

An effort shall be made to get in touch with the owner of an inactive account at the last recorded or known address, using Form PS 159 for this purpose. The investigation shall include all inactive accounts, unless the number is so large as to make it impracticable, in which case accounts showing balances of \$2 or less need not be investigated. Every reasonable effort shall be made to locate the owners of these accounts, including reference to the city directory and list of forwarding addresses, discreet inquiry in neighborhood of last known address by carrier, and interview or correspondence with next of kin if known. If practicable, inquiry shall also be made to the local bureau of vital statistics to ascertain whether the depositor is dead. A record of the several steps in the investigation shall be maintained on the original record of the account. When the owner of an account has been located and evidence of his knowledge of the account is secured, the account shall be returned to the file of active accounts even though no deposits or withdrawals have been made. The reference card shall be withdrawn, and the date on which the depositor gives evidence that he was aware of the account shall be entered on the depositor's account card (Form PS 600). This date shall be regarded as the date of last activity.

Inactive accounts at stations or branches shall be segregated in the same manner as at the main office and shall remain at the station or branch. The investigation of these accounts, however, shall be conducted by a clerk having charge of that work at the main office. The superintendent at each station or branch shall forward the transcript of, and the essential data pertaining to, each account so segregated, using either Form PS 600 or an improvised form.

Definite steps shall be taken to keep the record of depositors' addresses up to date, as it is important that the number of inactive accounts be kept as low as possible. The address should be verified with each transaction and the depositor should be reminded to inform the postmaster or postal savings clerk of each change of address. When a depositor desires to withdraw the balance to his credit, it shall not be sug-

gested that a small amount be permitted to remain on deposit to save the trouble of opening a new account at a later date.

Unclaimed Deposits

68. Unclaimed deposits include all postal savings accounts that have been inactive for 20 years and whose owners cannot be located or for which it is evident no claim will be made. When it has been definitely ascertained that an office has unclaimed deposits, this fact shall be reported to the Division of Postal Savings Banking and Investments, stating the number of unclaimed deposits and the total amount. Appropriate instructions will then be issued as to the disposition to be made of the unclaimed deposits.

Postal Savings Funds to be Kept Separate

69. Postal savings depository funds shall be kept separate from other funds by postmasters and other officers and employees of the Postal Service. Such officers and employees shall be held to the same accountability under their bonds for such funds as for public moneys.

Use of Postal Savings Funds to Cash Certain Negotiable Paper

70. The provisions of chapter XXII, arts. 24 to 26, with respect to the use of postal funds in the cashing of Government paper, shall be applicable to postal savings funds. The postmaster may also cash out of postal savings funds coupons covering interest on postal savings bonds. Such checks and coupons shall be included in his next deposit or remittance of postal savings funds in lieu of a like amount of cash and so treated in his records and reports.

Statutory Provisions

71. All the safeguards provided by law for the protection of public moneys and all statutes relating to the embezzlement, conversion, improper handling, retention, use, or disposal of postal and money order funds, false returns of postal and money order business, the forgery, counterfeiting, alteration, improper use or handling of postal and money order blanks, forms, vouchers, accounts, and records, and the dies, plates, and engravings therefor, with the punishments provided for such offenses are extended and made applicable to postal savings depository business and funds and related matters.

Unbonded Clerks

72. Unbonded clerks shall not be assigned to the transaction of postal savings business at depository offices unless such assignments are specifically authorized by the Bureau of Post Office Operations.

Correspondence

73. Correspondence with the Depart-

ment concerning a depositor's account shall specify the name of the depositor and, when necessary, the number of his account and the amount on deposit. Letters should not be enclosed with monthly reports unless they refer to the enclosures. All correspondence with the Department regarding postal savings transactions should be addressed to the Bureau of Finance, Division of Postal Savings Banking and Investments, Washington 25, D. C.

When it becomes necessary for a postmaster to communicate with a depositor at an address in a foreign country, except Bolivia, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador,

Guatemala, Haiti, Honduras (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela, the letter and any accompanying enclosures shall be placed in an envelope properly addressed to the depositor, but not sealed, and forwarded under cover to the Division of Postal Savings Banking and Investments for the affixing of the necessary postage.

74. Loss of records.—The postmaster shall report promptly to the Division of Postal Savings Banking and Investments any loss of postal savings records by fire, burglary, or any other cause. (See ch. I, art. 106, as to reporting losses.)

CHAPTER XVIII

U. S. Savings Bonds

Principal Features

1. U. S. Savings bonds are issued in registered form only and are not transferable.

They are dated the first day of the month in which payment is received and are due 10 years from that date. However, by a recent law bonds may be retained under an automatic extension for up to 10 years beyond the maturity date. Bonds so retained may be redeemed at any time at the face value of the bond plus simple interest at the rate of $2\frac{1}{2}$ percent for each additional year the bond is held for the first $7\frac{1}{2}$ years. They then increase for the remaining $2\frac{1}{2}$ years to bring the aggregate interest return to approximately 2.9 percent compounded semiannually. Maturing Series E bonds may be exchanged for Series G bonds in amounts of \$500 or multiples thereof.

The purchase price is 75 percent of the maturity value.

The limit of ownership is \$5,000 maturity value, or \$3,750 cost price, for each calendar year up to and including the calendar year 1947 and \$10,000 maturity value, or \$7,500 cost price, for each calendar year thereafter. (See art. 23 of this chapter.)

They may be converted into cash at any financial institution which has qualified as a paying agent, or at any Federal Reserve bank or branch, or at the Treasury Department at any time after 60 days from the issue date.

In addition to being continually available for purchase at most commercial and savings banks and savings and loan associations, they are sold at post offices of the first, second, and third classes, and at selected offices of the fourth class.

They are available in the following denominations:

Purchase price:	Maturity value (10 years after date of issue)
Q—\$18.75-----	\$25. 00
L—\$37.50-----	50. 00
C—\$75.00-----	100. 00
R—\$150.00-----	200. 00
D—\$375.00-----	500. 00
M—\$750.00-----	1, 000. 00

Sale To Be Encouraged

2. Postmasters at designated savings-bond offices shall encourage the sale of savings bonds. They shall display prominently the savings bond posters supplied them and shall make available to potential purchasers such descriptive folders as are furnished. An adequate stock of bonds for sale to the public shall be maintained at all times.

Requisitions

3. *Where to send.*—Postmasters at central accounting offices and Washington, D. C., shall submit requisitions for bond stock to the Bureau of Finance, Division of Postal Savings Banking and Investments. Postmasters at all other offices shall submit requisitions for bond stock to their respective central accounting postmasters. All postmasters shall use Form 911 for requisitioning bond stock.

4. *Filled by central accounting offices.*—Central accounting postmasters shall supply other postmasters with sufficient bonds to meet local demands. Usually about a 3 months' supply, but not less than five bonds of each of the three lower denominations, should be furnished district offices at one time. Each shipment shall be accompanied by an invoice (Form 912), the instructions on which shall be carefully observed. The same procedure shall be followed in shipping bonds to branches and stations, such shipments being limited to a month's supply.

Shipments to first-class offices shall be invoiced on Form 912 and shall be prepared in quintuplicate, two copies to be forwarded with the monthly account current, Form 904, two copies to accompany the shipment; one of which shall be receipted and returned to the central accounting postmaster, and the fifth copy to be held pending acknowledgment of receipt. Central accounting postmasters shall take credit in their records, and in A/C 34 of the monthly account current, for all bond stock shipped to first-class offices; and shall submit with the account current, in addition to the copies of the invoices, a schedule showing, by offices, the number of bonds of each denomination shipped and the total value thereof.

5. Telegraphic requisitions.—Postmasters may order bond stock in emergencies by telegram. Postmasters shall request the branch of the telegraph company transmitting the message to refer the bill to its Washington, D. C., office for collection.

6. Checking shipments.—When a shipment of savings bonds is received, the bonds shall be counted and checked to see that the serial numbers agree with the invoice; except that when unbroken sealed cartons of 500 bonds (which have been sealed by the Treasury Department before being furnished the Post Office Department) are received either from the Post Office Department or by transfer to other offices from central accounting offices, the serial numbers and denominations of the bonds as shown on the carton labels shall be checked with the invoice, and further checking of the bonds shall be postponed until a carton is opened for use at which time the bonds shall be counted, examined for sequence of serial numbers, and checked against the invoice. Central accounting postmasters may ship unbroken sealed cartons to other offices without having first broken the seal and counted the bonds in the carton. In any instance if the bonds do not agree with the invoice, the shipment shall be held intact for instructions; and full details of the irregularity shall be reported to the Bureau of Finance, Division of Postal Savings Banking and Investments, if the office is of the first class, or to the central accounting postmaster if the office is of the second, third, or fourth class.

Accountability for Bonds

7. Postmasters will be held accountable for all savings bonds sent them. They should furnish window clerks with a supply of bonds sufficient to take care of a week's sales, and shall retain in their personal custody the supply of bonds not needed at windows or shall designate some officer or clerk, other than clerks engaged in window work, who shall be responsible for the safeguarding of the bonds.

Payment Not Acceptable Unless Bonds Available

8. Postmasters are not authorized to receive any money from applicants for bonds unless the bonds are available for immediate delivery. However, when a concern orders bonds for its employees on the last day of a month and it is impossible to complete the issuance of the bonds on the same day, there is no objection to the extension of the work into the following month. In such case, the purchase price should be remitted or deposited as soon as received and the necessary

number of bonds withdrawn from the regular stock and placed in the custody of a designated employee, pending issuance. Bonds issued under these circumstances should be dated in the month in which payment is received and the dating stamp should show the last day of that month.

Applications

9. At the time of issue (sale) of each bond, the postmaster shall require an application in writing on Form 920, or lists in lieu of individual Forms 920 from business concerns, schools, or associations applying for bonds to be issued in the names of their employees or members. (See art. 23 of this chapter concerning limitation of ownership.) The requested inscription must be in a form authorized by the latest revision of Treasury Department Circular No. 530. (Treasury Department Circular No. 530 may be obtained from the Division of Postal Savings Banking and Investments.) If the bond is to be inscribed in the form "A or B," as shown on Form 920, or in the form "A payable on death to B," both the name and address of "A" must be given. In all cases the exact spelling of each name must be verified by consultation with the purchaser if necessary. (See art. 24 of this chapter concerning aliens.)

Examination of Bond and Stubs Before Issuance

10. When bonds are delivered to a clerk for issuance, he shall check each bond and the corresponding stub for agreement both as to denomination and serial number. Serial numbers must not be changed on either bonds or original stubs. Incorrectly assembled bonds shall not be issued and shall be reported to the Bureau of Finance, Division of Postal Savings Banking and Investments; or in the case of district accounting offices, to the central accounting postmaster. Incorrectly assembled bonds should not be treated as spoiled, except where specific instructions have been received from the Department.

If a shipment is complete but some stubs are attached to the wrong bonds, the bonds and stubs affected shall be reassembled so that the two parts of each assembly agree both as to denomination and serial number. The shipment may then be used without awaiting instructions, but the notice concerning the irregularity shall state that the mixed assemblies were put in order.

If it is found that despite these precautions a bond from a mixed assembly has been issued, immediate report should be made to the Bureau of Finance, Division of Postal Savings Banking and Investments, or central accounting office, giving the denomination or denominations involved, the serial numbers shown on the bond and

stub, the inscription, the date of issue, and the date of the invoice covering the shipment that contained the bond.

Inscribing Bonds

11. Name.—The full name of the owner and that of the coowner or beneficiary shall be entered on the face of the bond and on the stub. The name by which the person is ordinarily known and under which he does business should be used. If there are two given names, the initials of one may be used; or if a person is habitually known and does business under the initials only of his given names, registration may be in such form. The name may be preceded by any applicable title such as "Dr." or "Rev"., and in the case of women must be preceded by "Mrs." or "Miss." A married woman's own given name must be used, not that of her husband.

12. Address.—The full address (street and number, if any, city or town, and State) of the owner shall be entered on the bond. It is not required that the address of the coowner or beneficiary be stated. The name of a suburb or subdivision may be included in the address, but shall always be followed by the name of the post office through which the owner is served.

13. Date.—The month and year the bond is sold must be shown in the space provided in the upper right-hand corner of the bond and in the corresponding space on the stubs.

14. Dating stamp.—An impression of the post office dating stamp bearing the current date must be placed in each of the circles provided therefor on the bond and its stubs. The impression must be legible both as to name of office, branch or station, and date, so that the office of issue may be determined.

15. Checking issued bond.—The bond (and the stub if not completed in one operation by typewriter) shall be compared with the original application to insure correct inscription, the inscription being checked with the purchaser, if necessary; and all other details shall be verified.

16. Inscribing in one operation if by typewriter.—The bonds are assembled so that the bond and stub may be inscribed in one operation by the use of typewriter and carbon paper. Typewriter when available shall be used; otherwise, pen and ink, taking care that all names and addresses are legible and that they are exactly the same on the bond and on the stub. Postmasters at offices where typewriters are not available for inscribing bonds should instruct issuing employees to write legibly, using print characters on the bonds and original stubs for the names of the owners, co-owners, and beneficiaries.

Delivery of Bonds and Disposition of Stubs and Applications

17. Completed bonds should be delivered to purchasers upon payment of the purchase price, first detaching the stubs. Bonds which are to be mailed to owners, purchasers, or their agent should be dispatched by ordinary mail as official matter in penalty envelopes No. 500.

The serial numbers of sold bonds shall be recorded on the purchasers' applications (Form 920), or opposite the respective names on lists of group purchases. The applications (Form 920) shall be filed alphabetically, and where the volume is large, each month's applications may be filed separately. The applications shall be initialed by the issuing clerk.

Sales by Rural Carriers

18. Rural carriers shall accept applications on Form 920 for savings bonds. The purchaser shall pay for the bond at the time of making application. Payment may be made in cash, U. S. Savings stamps, or by check. The carrier shall receipt for the purchase price on Form 6387 (money order receipt) of the book currently in use. He shall enter on the corresponding receipt stub the name of the purchaser, the amount collected, and a notation showing that the collection is "for savings bonds"; and shall enter the number of the receipt on the application for bonds. The postmaster shall receipt to the carrier for the collection on the receipt stub.

Postmasters at bond-issuing offices shall issue the bonds for applications received through their rural carriers, and arrange for delivery of the issued bonds as directed by the purchasers. Ordinarily, the rural carriers shall make personal delivery of the bonds direct to the purchasers; and in each such case the carrier shall obtain from the patron a receipt for the bond on the back of the receipt stub (Form 6387), which receipt must show the serial number of the bond and the date delivered.

Each application received through a rural carrier at an office not authorized to issue bonds shall be sent by the postmaster, with the corresponding remittance, to the proper central accounting postmaster by official registered mail. The registry number of the remittance letter and date thereof shall be recorded on the back of the receipt stub (Form 6387) held by the carrier. The registry receipt from the window registration book (Form 3088) shall be endorsed on the back to show contents of letter, nature of remittance (as, currency \$-----; redeemed savings stamps \$-----; or check \$-----), and name of patron whose application is enclosed. The registry receipt, endorsed as outlined, shall be held by the

postmaster as his record of disposition of the remittance.

Savings stamps received in payment for bonds in these transactions must be canceled before being forwarded to the central accounting offices.

Postmasters at central accounting offices shall issue bonds for such applications and shall send them by official mail to the addresses given by the purchasers.

Spoiled Bonds

19. Any bonds spoiled or damaged before or in the process of issue shall be invalidated by writing the word "spoiled" or "damaged" and the name of the post office across the face of the bond and the original registration stub. District postmasters shall forward spoiled or damaged bonds and the corresponding original registration stubs to the central accounting postmaster for credit with their next monthly reports (Form 904). Direct accounting postmasters shall forward spoiled or damaged bonds and original stubs with their monthly reports (Form 904) to the Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill. A suitable notation shall be made on the office record showing the disposition made of the bonds and the stubs.

Errors

20. When an error is made in inscribing on a bond the name and address of the owner, or the name of the coowner or beneficiary, or the month and year of issue, the bond shall be treated as spoiled and a new bond issued in its stead. No notation shall be made on the stub of the new bond to indicate that the bond was issued to replace one that was spoiled, but such notation and the new serial number should be entered on the application (Form 920). If a minor error is made in inscribing the original registration stub of an issued bond and the inscription on the bond is correct (without alteration or correction), the error on the stub may be corrected. In such cases, postmasters at third- and fourth-class offices shall submit with the original stub (but not attached to it) a signed memorandum showing the inscription exactly as it appears on the bond, and the central accounting postmaster shall annotate the stub, stamping it with one of the rubber stamps described below, if applicable. Postmasters at first- and second-class offices have been furnished rubber stamps which give all the information necessary concerning most of the inscriptions that need to be explained, and they shall annotate the stub by using the appropriate rubber stamp, the wordings on the different stamps being as follows:

"Complete name of registrant -----
----- Purchaser declined use of given
name in inscription."—To be used when

a bond is inscribed to show only the initial or initials of the given name or names and the purchaser refuses to have any given name shown.

"Bond actually issued and accounted for in ----- and no alteration or erasure thereon."—To be used when an alteration appears on the stub either in the inscription or the issue date which is not reflected on the bond.

"Given name of Mrs. ----- as inscribed hereon is her own."—To be used in the case of a feminine registrant whose own given name is one generally accepted as masculine; as Mrs. John Smith, who is the wife of Mr. Richard Smith.

The annotation shall be placed on the face of the original stub in such manner as not to efface the inscription or issue date, and it shall be initialed by the postmaster or by a supervisory official or employee designated by the postmaster to assume that responsibility. It is desirable that the annotating of stubs be limited to a minimum number of clerks, who shall familiarize themselves thoroughly with the requirements of the Department in that respect.

When an inscription requires other explanation than the ones stated above, as when a bond is presented for refund of the purchase price, the information should be conveyed by letter addressed to the Bureau of Finance, Division of Postal Savings Banking and Investments. The letter should give a complete description of the bond; that is, serial number, issue date, and name of registrant or registrants.

If the postmaster observes that the address or issue date is omitted from a stub, he shall communicate with the purchaser to ascertain the completeness of the bond and shall fill in the address or date on the stub and, if necessary, on the bond. Such additions should not be initialed.

If an error made by a postmaster in issuing a bond is discovered and the bond is returned to the postmaster during the month of issue, the postmaster, on positive identification of the presenting party as the owner of the bond, shall treat the bond and registration stub as spoiled and shall issue a new bond in its stead. Both district and direct accounting postmasters shall forward the spoiled bonds and the corresponding original registration stubs with their monthly reports (Form 904). Postmasters are not authorized to reissue bonds returned for correction subsequent to the month of issue. (See art. 21 of this chapter.)

Reissue by Department

21. If a bond is returned to the postmaster after the month of issue for correction of the postmaster's error, or if a bond

recalled by the Department is returned during or after the month of issue, or if a bond is returned at any time for correction of an error other than the postmaster's, the postmaster shall complete transmittal letter (Form 922) in triplicate, give one copy to the owner of the bond as a receipt, and forward the bond with the original Form 922 by official registered mail to the Division of Postal Savings Banking and Investments.

If the returned bond was issued under the payroll deduction plan of a business concern and the error was made by the group agent, the bond and transmittal letter (Form 922) shall be accompanied with the group agent's signed statement that the error was made by him. The name or date as it should have been shown on the firm's application or list shall be stated. The group agent's employer or an executive official of the organization should endorse the group agent's statement substantially in the form: "I, _____ (name, official title, and name of concern), certify that _____ (name of group agent), whose signature appears above, has been designated group agent in connection with the payroll allotment plan (or other plan) in this organization for the purchase of U. S. Savings bonds."

If a bond is returned by mail to a postmaster for correction, the envelope in which it was mailed shall be submitted, together with the bond, to the Division of Postal Savings Banking and Investments, who will reimburse the owner for the postage and registry fee, if any was paid.

Acceptable Funds

22. The provisions of chapter XVI, articles 34 and 35, defining what may be accepted in the purchase of money orders shall be applicable to the purchase of savings bonds. Government checks not more than one full fiscal year old may be accepted from responsible persons whose endorsement thereon the postmaster is willing to guarantee, and the bonds may be issued and delivered to the purchaser immediately.

The acceptance of a personal check, cashier's check, bank draft, or other commercial paper is at the risk of the postmaster. When such paper is accepted, a receipt therefor should be given the purchaser, and the bond held pending clearance of the check. The purchaser should be requested to state whether he will call for the bonds or whether they should be mailed to him, and a notation as to the manner and date of delivery shall be placed on the receipt. Sufficient time shall be allowed to insure receipt of notice in the event that the check or draft fails to clear. No funds are available to pay collection charges on checks or drafts accepted in payment of savings bonds, and where the charges cannot be avoided

they should be paid in advance by the purchaser.

At offices other than those operating under the two-division plan, the receipt Form 929-S shall be prepared in duplicate. At two-division offices a triplicate receipt (Form 929) will be required. Before being given to the window clerks, the receipt forms shall be numbered, in duplicate or triplicate according to the needs of the office, and the window clerks shall be required to account for each number. Postmasters may arrange to have the window clerk retain a copy of the receipt, in which case an additional copy will be required.

The bond shall be issued by the window clerk immediately or at the earliest opportunity, and shall be delivered, with the duplicate receipt attached, and the duplicates of spoiled receipts, at the close of the day to the superintendent of money orders, auditor, or other supervisor designated to hold the bonds pending delivery to the purchaser.

The check or draft, or the proceeds thereof, shall be included in the next regular deposit or remittance of savings bond funds. At offices operating under the two-division plan, the triplicate receipt shall be attached to the check or draft and delivered with the day's receipts to the remittance unit or employee who prepares the deposit or remittance; and no check or draft other than a Government check shall be accepted by the remittance unit or such employee for deposit or remittance as savings bond funds unless a copy of the receipt is attached. After being initialed by the remittance unit clerk or other such employee, the triplicate receipt shall be delivered to the superintendent of money orders, auditor, or other supervisor responsible for holding the bonds pending delivery.

If the check is for a less amount than the value of the bond purchased, the difference shall be paid in cash when the check is accepted, and the receipt shall be modified accordingly. No check for an amount in excess of the value of the bond purchased should ordinarily be accepted; but if as a matter of accommodation, a postmaster accepts a check for an excess amount, the difference between the amount of the check and the value of the bond shall be entered on the receipt, and the amount thereof shall be withdrawn from current savings bond cash and held in trust to be given to the purchaser when the bond is delivered. Obviously, postmasters at offices where little savings bond business is transacted will not be able to accommodate purchasers in this manner.

After allowing ample time for the check or draft to clear, as shown by the notation on the receipt, the official designated for that purpose shall effect delivery of the bond. In each instance a notation that delivery has been made and the date thereof

shall be entered on the duplicate receipt. The duplicate receipts shall be retained for 6 months and the triplicate copies may be disposed of when delivery is made.

Neither the monthly reports on Form 904 nor station reports on Form 914 shall be delayed pending clearance of checks or drafts. If the check or draft is dishonored, the purchaser shall be notified, the bond treated as spoiled, and the records adjusted to reflect the spoiling of the bond and the elimination of credit for the deposit or remittance. Likewise, adjustment entries shall be made on the account current (Form 904) for the month in which notice of nonclearance is received whenever such notice involves a check or draft previously reported as deposited or remitted.

In the case of mail order purchases, the receipt Forms 929 or 929-S shall be used and the same procedure observed. The original receipt need not be sent the purchaser unless it is anticipated that the collection will be greatly delayed.

If a postmaster is unwilling to accept responsibility for a check or draft presented for the purchase of bonds, he shall inform the patron that the Department does not require the general acceptance of checks, but that the Treasury Department and Federal Reserve banks will accept them in

the purchase of savings bonds applied for by mail.

Limitation on Holdings

23. The amount of bonds of series E originally issued during any one calendar year to any one person that may be held by that person at any one time shall not exceed \$5,000 maturity value for each calendar year up to and including the calendar year 1947 and \$10,000 maturity value for each calendar year thereafter. In computing the amount which any one person may hold at any one time, the amount of bonds held in co-ownership form may be applied to the holdings of either of the co-owners, but will not be applied to both; or the amount may be apportioned between them. For the calendar year 1948 and each year thereafter no excess exists if in any particular group of co-owners the entire amount held can be allocated to the various co-owners without causing the holdings of any one person to exceed the aggregate amount of \$10,000, maturity value, including any amount chargeable to him individually. The order in which the names of the co-owners appear on the bonds is unimportant.

The following example will indicate the scope and possibilities of registration within a family group for 1948 and thereafter:

Registered	Allocated to—					
	Father John	Mother Mary	Peter	William	Helen	Jane
John Doe	\$10, 000					
Mary Doe		\$10, 000				
John Doe or Peter Doe			\$10, 000			
John Doe or William Doe				\$10, 000		
Mary Doe or Helen Doe					\$10, 000	
Mary Doe or Jane Doe						\$10, 000

Thus, while John and Mary Doe each may have \$10,000 in individual ownership, they can also have \$20,000 more in co-ownership with their children.

Alien Ownership

24. Treasury Department regulations provide that (1) residents of the United States, including any resident alien who is a citizen of an enemy nation, (2) citizens of the United States temporarily residing abroad, and (3) nonresident aliens employed in the United States by the Federal Government or an agency thereof, are eligible to be named as owners, co-owners, or designated beneficiaries on bonds originally issued on or after April 1, 1940, or on authorized reissues thereof. Also under those regulations, nonresident aliens who are not citizens of enemy nations may be

named as co-owners or beneficiaries upon original issue of such bonds, and by virtue of a ruling of the Treasury they may also be named as co-owners or beneficiaries on authorized reissues.

Nonresident aliens, whether owners, co-owners, or beneficiaries succeeding to title on the death of the owner or succeeding to title upon the death of a surviving co-owner or beneficiary, will be entitled only to request and receive payment either at or before maturity.

The term "United States," as used above, includes the Territories, insular possessions, and Canal Zone.

Office Records

25. A daily record shall be kept of savings bond business in the daily savings bond cash and stock summary, Form 950 for first-

class offices and Form 950-T/F for district offices.

Reports and Remittances of Stations and Branches

26. Superintendents at savings bond branches and stations shall prepare reports on Form 914 for each day in which savings bond business is transacted and shall promptly submit them, together with original stubs of sold bonds, original stubs and bonds that have been spoiled, and the proceeds of sales, to their main offices. Postmasters may require the superintendents of branches and stations to submit "No business" reports on Form PS 621-B for days other than Sundays and holidays when no savings bond business is transacted.

Disposition of Funds, Except Canceled Savings Stamps, by Offices Other Than Central Accounting and Washington, D. C. (See art. 29 of this chapter—Disposition of canceled savings stamps.)

27. Postmasters at all offices, other than central accounting and Washington, D. C., shall remit savings bond funds daily to their respective central accounting postmasters, using Form 990 and indicating thereon by the notation "For credit in -----" the month in which credit will be applied; but no remittance of less than \$50 need be made except on the last day of the month in closing the account, when all savings bond funds on hand, including canceled savings stamps, shall be disposed of. To facilitate replacement in the event of loss, postmasters shall keep adequate records of checks or drafts included in remittances.

Where there is a local general depository bank for public funds, the postmaster shall obtain drafts payable at the city in which the central accounting postmaster is located; or if not convenient to obtain drafts payable at that point, he shall obtain drafts payable at the Federal Reserve bank or branch in the district in which the remitting office is located. Various official funds may be covered for remittance purposes by a single draft accompanied by individual remittance letters.

Where there is no local general depository bank for public funds, but where one or more local banks have been designated as limited depositories by the Secretary of the Treasury, the postmaster shall deposit his savings bond receipts temporarily in such a bank, as provided in chapter XXII, arts. 47 to 53, and shall remit by official check.

Where no bank has been designated as either a general or limited depository for public funds, the postmaster may remit in one of the following ways: (1) By establishing a temporary checking account with a local bank; (2) by obtaining a bank draft or cashier's check; or (3) by sending funds by registered mail. With the first and sec-

ond methods, a bank which is a member of the Federal Deposit Insurance Corporation shall be used. Central accounting postmasters shall inform the Division of Postal Savings Banking and Investments, if unable to negotiate without expense the checks or drafts received as remittances or if unable to obtain immediate credit therefor.

When a draft drawn on a bank in the town where the central accounting office is located is accepted by a remitting postmaster in payment of savings bonds, collection charges, which might be involved if it were deposited in the remitting postmaster's official checking account, may probably be avoided by sending the draft itself as part of the day's remittance to the central accounting postmaster.

If a remittance contains currency or coin, it must be registered and sent by the last authorized registered dispatch for the day. At offices where remittances are regularly made by bank draft or official check, funds accumulated after banking hours may be held until the next day, unless the safeguarding facilities are inadequate, in which case a special registered remittance of accumulated funds shall be made if an authorized registered dispatch is available.

Disposition of Funds, Except Canceled Savings Stamps, by Central Accounting Offices and Washington, D. C.

28. Central accounting postmasters shall deposit the proceeds of savings bond sales and saving bond funds received from other postmasters, except that part represented by canceled savings stamps, with the Treasurer of the United States through Federal Reserve banks and branches and United States depository banks for credit of the Postmaster General, U. S. Savings bond account, using the appropriate symbol number. The postmaster at Washington, D. C., shall deposit surplus savings bond funds direct with the Treasurer of the United States. Treasury Department Form 5560, in quadruplicate, shall be prepared to cover each deposit.

Each remittance received from direct and district accounting postmasters shall be receipted for by central accounting postmasters on Form 990, and the remittances from direct and district accounting postmasters shall be recorded separately on the daily reports (Forms 940-A and 940-C/A). Credit for bonds sold at district offices, as indicated by their remittances, shall not be taken in the savings bond forms account of the daily reports at central accounting offices until the monthly reports on Forms 904 and 905 are received, at which time the stock disposed of at those offices shall be credited in the forms account and the reported bond sales debited in the cash account. The charge for the total of the month's remittances received from district offices, as recorded on Forms 940-A and

940-C/A, shall be offset by a credit adjustment entry of the amount with the notation "Cash received from district accounting offices transferred to bonds sales."

Disposition of Concealed Savings Stamps

29. Postmasters at offices that have been furnished special perforating equipment for canceling savings stamps shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, Merchandise Mart, Chicago 54, Ill., by official registered mail, for credit only to the Postmaster General's savings bond account, accompanied with certificate of deposit (Treasury Department Form 5560), in quadruplicate, and an advice of shipment (Form 976).

Postmasters at offices that have not been furnished special perforating equipment shall remit to the central accounting office savings bond funds represented by canceled savings stamps once each month or more often, according to the volume of business or as may be specifically directed by the central accounting postmaster. Canceled savings stamps may be included with other remittances if bond funds are not available. Remittances containing canceled savings stamps shall be registered.

Report of Loss of Bonds or Funds

30. The loss or destruction of savings bonds or funds shall be reported immediately to the inspector in charge of the division in which the office is located, as provided in chapter I, article 106; and in addition thereto, reports shall be forwarded immediately to the Bureau of Finance, Division of Postal Savings Banking and Investments, or to the central accounting postmaster in the case of a district office, giving the serial numbers and denominations of the bonds lost or destroyed. The report shall show the date and manner of the loss or destruction, and shall contain a certification of the postmaster to the effect that the bonds referred to have not been sold or issued by him, and that in case of their recovery at any future date they will be returned immediately to the Department.

District Office Reports

31. Immediately after the close of business on the last day of each month district postmasters shall prepare reports on Form 904, in duplicate, showing their savings bond business for the entire month; and on Form 905, in triplicate, showing by denominations the inclusive serial numbers of bonds sold, spoiled, or damaged during the month covered by the report. They shall retain one copy each of Form 904 and Form 905, and shall forward to their respective central accounting postmasters by ordinary mail one copy of Form 904 and two copies of Form 905, together with the original reg-

istration stubs of all bonds sold during the month and the original stubs and bonds that have been spoiled or damaged. The envelope or label shall be plainly marked "Form 904 for — (month)," and no savings bond funds nor canceled savings stamps shall be included in this dispatch. If no business was transacted during the month, a report on Form 904 shall be submitted showing the stock balances and the notation "No business transacted" written across the cash account.

Examination of District Office Reports by Central Accounting Offices

32. Central accounting postmasters shall examine the reports on Forms 904 and 905 to see that they reflect correctly the business transacted at each district office as indicated by the original stubs received with the reports, and by reference to the remittance letters on file or the schedule of remittances (Form 989) shall ascertain whether the exact proceeds of bonds reported sold have been received. They shall promptly notify and instruct postmasters with respect to any overage or shortage in remittances and also with respect to any other consequential errors or discrepancies in the report. District postmasters who consistently delay their monthly reports or fail to dispose of their savings bond funds as provided in article 27 of this chapter shall be reported to the inspector in charge of the district.

Direct Accounting Office Reports

33. Direct accounting postmasters shall prepare and forward to the Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill., monthly U. S. Savings bond reports on Form 904 as soon as practicable after the close of the month for which the account is rendered. An abstract (Form 905), in duplicate, shall be prepared showing the quantity and serial numbers of all bonds sold, spoiled, or damaged during the month covered by the account. An individual abstract shall be submitted for the main office and each branch and station authorized to sell savings bonds. This abstract, together with the original registration stubs listed thereon and all spoiled or damaged bonds, shall be forwarded with the account current (Form 904) by ordinary mail. A copy of the account current (Form 904) and of each abstract (Form 905) shall be retained.

Central Accounting Office Reports

34. The account current of a central accounting postmaster shall include all bond stock held at branches, stations, and assigned district offices and shall reflect all business transacted thereat. Amounts due from branches, stations, or district offices on account of sales shall be included in the

amount reported as cash on hand. An individual abstract (Form 905), a recapitulation thereof on Form 917, and supporting original registration stubs and spoiled or damaged bonds shall be submitted for the main office, and for each branch, station, and district office. In addition, central accounting postmasters shall report on Form 991, listed alphabetically by offices, the total of the remittances received from other first-class post offices on account of the sale of U. S. Savings bonds. Postmasters at offices that do not have cash accounting machines shall describe each remittance on Form 991. The total of the remittances listed on Form 991 shall be debited appropriately in the accounts current of central accounting postmasters. So far as possible, funds received from other first-class offices shall be charged on the central accounting postmaster's report (Form 904) for the month indicated on the remittance letter (Form 990). However, funds represented thereby will be deposited for credit in the month during which deposits are made. Forms 991 and 989 will accompany the monthly account current Form 904.

Safekeeping of Bonds

35. Savings bonds will be held in safekeeping, without charge, by the Treasurer of the United States or any Federal Reserve bank if the holder so desires. Form PD 1423 and envelope Form 928 are furnished for transmitting bonds for safekeeping. Postmasters shall assist patrons in arranging for the safekeeping of bonds, but shall not act as safekeeping agents. Patrons shall be required to pay the postage and registration fee on bonds transmitted to the safekeeping agent. The minimum registration fee will provide ample protection.

NOTE.—Any bond issued by a postmaster in response to a mail order, according to a list tendered by a business firm, school, or association, or issued by such concern and submitted to a post office for verification and authentication, may be sent by the postmaster, if the purchaser so desires, to the Treasurer of the United States or a Federal Reserve bank for safekeeping, by official mail.

The postmaster shall enclose with the bond a statement that it is being forwarded for safekeeping in accordance with the wish of the purchaser. It is not necessary to include completed requests for safekeeping (Form PD 1423). This authorization does not apply to bonds purchased through window transactions.

Payment and Certification

36. General.—U. S. Savings bonds may be paid at any time after 60 days from the issue date at qualified banks and trust companies, Federal Reserve banks, and the Treasury Department. They shall not be paid at any post office, but postmasters generally shall assist holders in securing payment. Any postmaster may certify to the request for payment on the back of a savings bond, provided that he is positive the person presenting it is the person whose name is inscribed on the face of the bond,

and that there is no evidence thereon of erasure or alteration. Registered savings bond owners who are unable to sign their names to requests for payment may sign by mark. In each such case, however, the mark of the owner shall be witnessed by at least one disinterested person in addition to the certifying officer. The postmaster shall require positive identification, as he will be held fully responsible therefor. The postmaster shall advise the applicant for payment to forward the bond, with the request for payment on the back thereof properly executed, to the Treasurer of the United States, Washington 25, D. C., or to any Federal Reserve bank. Savings bonds forwarded for payment shall not be transmitted as official matter, but shall be sent at the expense and risk of the owners, who should be encouraged to send the bonds by registered mail. The minimum registry fee will provide ample protection. Postmasters should not certify bonds which are to be presented to banks or trust companies for payment.

37. Persons who may certify to request for payment.—The following post office officials may certify to the request for payment of bonds: Postmaster, acting postmaster, or post office inspector in charge of the post office; and at any post office, classified branch, or station, any supervisor, or clerk temporarily in charge of the office, or any clerk or carrier specially designated in writing by the postmaster. If an official other than the postmaster, acting postmaster, or post office inspector in charge of the post office certifies to the request for payment, he shall certify in the name and title of the postmaster, followed by his own signature and official title. The specially designated clerk or carrier shall sign as "Designated Clerk" or "Designated Carrier."

Undeliverable Bonds

38. Postmasters should endeavor to deliver bonds which they have issued after receiving payment in full, but if they are unable to deliver such bonds, the undeliverable bonds shall be sent by registered mail to the Bureau of Finance, Division of Postal Savings Banking and Investments, after holding them for 30 days.

In the case of a bond that has been mailed and the addressee is not at the address given, if the addressee has filed a regular change of address, the bond shall be forwarded. When a change of address has not been filed or the addressee is deceased, the bond shall be returned immediately to the issuing agent without recourse to directory service.

If a lost bond is turned in at a post office, the postmaster, in his discretion, may deliver it to the owner or endeavor to effect delivery. If the turned-in bond remains unclaimed for 30 days, it shall be treated as an undeliverable bond.

Each undeliverable or turned-in bond sent to the Division of Postal Savings Banking and Investments should be accompanied with a letter of transmittal describing the bond by serial letter and number, maturity value, date of issue, and name and address of the inscribed owner and of the coowner or beneficiary, if any. In describing an undeliverable bond, the name of the purchaser shall be given if known, and there shall be included a statement as to what steps were taken to effect delivery. In addition, if the bond was purchased under the payroll savings plan, the employee's social security number, if ascertainable, and the name of the employer shall be given.

In describing a turned-in bond, the name of the issuing post office or other issuing agent shall be given, and there shall be included a statement as to how the bond came into the possession of the postmaster. Postmasters should either retain copies of their transmittal letters or keep a record completely descriptive of each bond disposed of under these instructions.

If an undeliverable or turned-in bond which has already been sent to the Department is claimed by the owner, the postmaster shall so inform the Division of Postal Savings Banking and Investments.

Undeliverable mailings of U. S. Savings bonds not in the special penalty envelopes and unclaimed bonds found loose in the mails shall be treated as dead-letter material. All such bonds shall be reported by the postmaster where the dead-letter branch is located to the Division of Loans and Currency, Treasury Department, Merchandise Mart, Chicago 54, Ill. The report shall include the inscription, name of the issuing agent, issue date and serial number of the bond. A copy of the report shall be forwarded to the Division of Postal Savings Banking and Investments. The bonds shall be held at the dead-letter branches for one year, provided that postmasters shall transmit any such undeliverable bond to the Division of Loans and Currency, Treasury Department, Washington 25, D. C., or to the Division of Loans and Currency, Treasury Department, Merchandise Mart, Chicago 54, Ill., upon receipt of a claim in writing from either of those divisions properly identifying the bond. If the bonds remain unclaimed after having been held the required length of time, they shall be sent to the Division of Postal Savings Banking and Investments.

Payroll Savings Plan

39. Object.—The payroll savings plan, which has been adopted on a Nation-wide scale by Government departments and agencies, business houses, and commercial concerns, is by Executive order sponsored and promoted by the Treasury Department for the purpose of encouraging the purchase of

savings bonds through allotments of pay and thus establishing habits of thrift. The Post Office Department has approved the plan and made it available to employees of the Department, of first- and second-class post offices, of the Inspection Service, of the Postal Transportation Service, and to rural carriers of all offices.

40. Authorizations.—Each participant in the voluntary payroll savings plan by means of a pledge card (Form 2254) will authorize the allotment of a portion of each salary payment and will indicate the denomination of bond desired and the manner in which the bond shall be inscribed. This pledge will remain in effect indefinitely unless formal notice in writing is filed changing the particulars. A participant may at any time file a new pledge increasing or decreasing the amount of the allotment, changing the name or names to be inscribed on the bond or the denomination of the bond, or canceling the pledge. Form 2254 is the basic record connected with the voluntary payroll savings plan and should be retained as a part of the permanent files of the office.

41. Allotments.—The amount authorized to be withheld from the earnings of each pay period shall be optional with the employee, but should be a multiple of \$1.25 so that the individual accounts may be balanced out periodically. The bond allotment table below may be of assistance to employees in completing pledges. The smallest allotment shown in the table is \$3.75. It is believed very few employees will wish to pledge any less amount. However, postmasters at their discretion may accept pledges for \$2.50 or even \$1.25.

The amount of the allotment withheld each pay period shall be entered on the individual earnings record (Forms 1590, 1590-SB, or 1591) of the employee and carried in the column provided for the unapplied balance until the amount withheld is sufficient to complete the purchase price of the bond of the denomination requested in the authorization.

42. Issuance of bonds.—As soon as the allotments withheld are sufficient to complete the payment for a bond of the denomination requested, the bond shall be issued in accordance with the instructions for the inscription embraced in the authorization (Form 2254) and dated as of the 1st of the month in which the final deduction to complete the payment was earned, unless the bond is of the \$50 denomination or higher and five or more deductions are required to accumulate the purchase price, in which case the "Issue date" shall be the 1st of the month in which one-half of the purchase price is accumulated. The value of the bond issued shall be entered in the column "Purchases and Refunds" on the individual earnings record (Forms 1590, 1590-S/B, or 1591); the

Bond allotment table

Amount allotted each pay period	Number of deductions required before bond may be issued					
	\$25	\$50	\$100	\$200	\$500	\$1,000
\$3.75	5	10	20			
\$5.00	*4	*8	15			
\$6.25	3	6	12	24		
\$7.50	*3	5	10	20		
\$9.37-\$9.38	2	4	8	16		
\$10.00	*2	*4	*8	15		
\$12.50	*2	3	6	12		
\$15.00	*2	*3	5	10	25	
\$18.75	1	2	4	8	20	
\$20.00	*1	*2	*4	*8	*19	
\$22.50	*1	*2	*4	*7	*17	
\$25.00	*1	*2	3	6	15	30
\$30.00		*2	*3	5	*13	25
\$37.50		1	2	4	10	20
\$40.00		*1	*2	*4	*10	*20
\$50.00		*1	*2	3	*8	15
\$75.00			1	2	5	10

* Unapplied balance to be carried forward and applied on purchase of next bond.

NOTE.—Bonds of \$50 denomination or higher requiring 5 or more deductions will be dated as of the 1st of the month in which the accumulations equal ½ of the purchase price.

serial number of the bond issued shall be entered in the column "Bond No."; and the unapplied balance, if any, shall be carried forward. For example, if the authorization specifies a bond of the \$25 denomination and a \$5 allotment, a bond shall be issued after the fourth deduction and the balance of \$1.25 carried forward for application on the payment of the next bond. The stubs of all bonds issued under the payroll-savings plan shall be imprinted on the right-hand margin with the special rubber stamp reading, "Payroll Savings." This stamp may be omitted if the special payroll-savings authentication stamp is used. As a general practice, bonds issued under the payroll-savings plan shall be delivered to the employee in person, but when the circumstances warrant they may be sent by ordinary mail, not registered.

43. *Refund of deductions.*—If an employee is separated from the service or cancels his pledge before a sufficient amount has accumulated to purchase a bond of the denomination specified in the authorization, refund of the unapplied balance shall always be made and the authorization (Form 2254) withdrawn from the files and marked "Closed." In no case shall the postmaster accept cash to complete the purchase price of a bond. The individual earnings record (Forms 1590, 1590-S/B, or 1591) shall be used in the preparation of the public voucher for refunds (Standard Form No. 1047), which shall be completed for each such refund. After the refund has been made, the U. S. Savings bond portion of the individual earnings record shall be closed with appropriate entries, and the date of the refund shall be entered in the "Remarks"

column thereof. In all refund cases Standard Form No. 1047 will be prepared in favor of the employee from whose wages the deductions were made, and if the refund is made by cash, the signature of the payee must be secured on the form. Form 1047 shall be transmitted with the postal account, and if more than one form accompanies the account, they must be scheduled on Standard Form No. 1064.

44. *Record and reports.*—Allotments of earnings withheld for the purchase of bonds shall be debited in A/C 076 of the postal account at the time the relevant salary payments are made. The allotments will then be transferred to trust funds by a credit entry in A/C 520 and a debit entry in trust fund A/C 637 where the amount will be carried until such time as the allotments equal the purchase price of the bond to be issued or a refund is made. When the bond is issued, the amount shall be withdrawn from trust funds by official check or cash and deposited as bond funds. The withdrawal from trust funds and the deposit to the bond account shall both be reflected in the month in which the bonds are actually issued. Savings bonds will be issued and delivered to employees after each semimonthly pay period in which sufficient balances have accumulated in the individual accounts to cover the purchase price of the bonds. Savings bonds issued under the payroll-savings plan shall be shown in the daily savings-bond cash and stock summary, Form 950 or Form 950-T/F (Forms 940-A and 940-C/A at two-division plan offices), separately from those issued to the public, and reported on Form 904 under item 2 as "Payroll deduction sales." If in

any month no bonds have been issued under the plan, that fact must be indicated by writing the word "None" after "Payroll deduction sales" in A/C 02 on the monthly account current (Form 904). A notation of the total value of bonds issued under the payroll-savings plan shall be entered above the postmaster's signature on the regular monthly abstract of savings bonds sold (Form 905) in the following form: "Payroll deduction sales \$....." If no bonds were issued under the plan, the word "None" should be entered on the abstract (Form 905) in the appropriate space. Central accounting postmasters shall prepare Form 917 in the usual manner, and in addition shall show by offices the total value of the payroll deduction sales reported by postmasters at offices of the second class, which together with the payroll deduction sales of their own offices will be the total to be reported as "Payroll deduction sales" in A/C 02 of the monthly account current (Form 904).

45. Voluntary cash purchases.—In order that the Postal Service may receive full credit for its participation in the savings bond program, employees of the Postal Transportation Service and the Inspection Service should report their cash purchases of bonds to their respective division headquarters on Form DSS-2. Post office employees, including rural carriers, should report their cash purchases of bonds to their postmasters on Form DSS-2. Postmasters at all offices will send the reports on Form DSS-2 received from rural carriers to the rural carrier's disbursing office. Postmasters at second-, third-, and fourth-class offices will send the Forms DSS-2 received from their employees, except rural carriers, together with the reports of their own cash purchases, to their central accounting postmasters. Central accounting postmasters will report the total value of bonds reported purchased by postmasters and employees at second-, third-, and fourth-class offices, exclusive of rural carriers, on Form 904. Postmasters at other first-class offices will report cash purchases by employees of their offices on Form 904 also.

Damaged Bonds

46. When an unissued savings bond is imperfectly printed, torn, mutilated, or damaged, but not in such manner as to make illegible or uncertain the serial number on the bond itself, the bond shall be treated as spoiled and submitted in the usual way with the monthly savings bond report.

If an unissued savings bond is imperfectly printed, torn, mutilated, or damaged so that all or part of the serial number on

the bond is missing, or if the imperfection, mutilation, or damage makes the exact number on the bond itself uncertain, or if a bond is incorrectly numbered, even though perfect in other respects, such bond, together with the stub, shall be forwarded to the Division of Postal Savings Banking and Investments. The office record shall be annotated to show the disposition made of the bond. The bond shall be carried as stock on hand until advice is received that credit has been allowed.

If a bond is defective in any respect as outlined above and is inadvertently issued, it should be recalled immediately and a report of the matter made to the Division of Postal Savings Banking and Investments, who will issue the appropriate instructions. A suitable receipt should be given to the bond owner.

Punch Card Reports

47. Postmasters at all savings bond offices shall report the total amount of their savings bond sales monthly to the Federal Reserve bank of their respective districts on punch card report forms furnished each month by the Treasury Department, Chicago Branch. These reports should cover the value at selling price of all savings bonds sold during the calendar month, including bonds actually issued to post office employees under the payroll savings plan.

Correspondence

48. Communications relative to savings bonds should be addressed to the bureau of the Post Office Department having jurisdiction over the matters under discussion and not to any other department of the Government, with the exception of (1) necessary correspondence with the Register of the Treasury, Chicago Branch, concerning shipments of canceled savings stamps, and (2) regular reports of the volume of savings bonds sales which postmasters have been specifically authorized to make to Federal Reserve banks and to representatives of the Savings Bond Division of the Treasury Department. Any postmaster receiving requests for other information regarding savings bonds from other departments of the Government, or their representatives or agents, shall forward the requests to the Bureau of Finance, Division of Postal Savings Banking and Investments. If the information sought can be conveniently obtained, it shall be incorporated in the postmaster's letter transmitting the request; if not, the postmaster shall submit the request to the Division of Postal Savings Banking and Investments without the information and await instructions.

CHAPTER XIX

U. S. Savings Stamps

WHERE SOLD

1. U. S. Savings stamps shall be offered for sale at all post offices. Postmasters shall extend to rural carriers, on routes where there is a demand for savings stamps, a reasonable credit in such stamps. Savings stamps shall be sold to business houses, schools, institutions, or other organizations that desire to purchase them for resale, but savings-stamp credits shall not be extended outside the Postal Service.

SALE TO BE ENCOURAGED

2. The sale of U. S. Savings stamps shall be encouraged. A supply adequate to meet the public need shall be kept on hand, and albums, cards, or other devices furnished by or with the approval of the Secretary of the Treasury to which U. S. Savings stamps may be affixed after purchase, shall be kept on hand, and distributed without cost to stamp purchasers and, in reasonable quantities, to persons, firms, or organizations engaged in promoting savings-stamp sales.

The savings-stamp albums furnished or approved by the Treasury Department for mounting savings stamps shall be requisitioned by postmasters at first-class offices from the Division of Equipment and Supplies, and by postmasters at other offices from their central accounting postmasters.

A different album is furnished for each denomination of stamps.

FUNDS ACCEPTABLE FOR SALE OF STAMPS

3. The provisions of Chapter XVI, articles 34 and 35, defining what may be accepted for the purchase of money orders, shall be applicable to the purchase of savings stamps. Government checks may be accepted from responsible persons whose endorsement thereon the postmaster is willing to guarantee. Personal checks, cashier's checks, bank drafts, or other commercial paper may be accepted at the risk of the postmaster, but delivery of the stamps so purchased shall be withheld until the check or draft has cleared.

DENOMINATIONS

4. U. S. Savings stamps are available in denominations of 10 cents, 25 cents, 50 cents, 1 dollar, and 5 dollars.

REQUISITIONS FOR STOCK

5. U. S. Savings stamps in denominations of 10 cents, 25 cents, 50 cents, and 1 dollar are printed in sheets of 100; and in the denomination of 5 dollars in sheets of 25. The 10-cent and 25-cent stamps are also bound in books which are packaged in lots of 10. Books of 50 10-cent savings stamps sell for \$5, and books of 40 25-cent savings stamps sell for \$10. Postmasters at central accounting offices and the postmaster at Washington, D. C., shall submit requisitions quarterly on Form PS 311-B for U. S. Savings stamps to the Bureau of Finance, Division of Stamps and Philately, while there is still 2 to 4 weeks' supply of stamps on hand. The requisitions shall be for full sheets; and stamp books shall be ordered in multiples of 10.

FIXED CREDIT

District Offices

6. Postmasters at first-class offices other than central accounting offices and Washington, D. C., and at offices of the second, third, and fourth classes are granted fixed credits in U. S. Savings stamps by their respective central accounting offices.

Credits in U. S. Savings stamps shall ordinarily be the equivalent of a 4 months' supply except that no credit shall be for an amount less than \$5. They shall be receipted for on Form 3367 and each such receipt shall be modified to show that it covers savings stamps and shall be prepared in duplicate. The postmaster at the office having the fixed credit shall sign both copies, return the original to the central accounting office, and retain the duplicate. Postmasters having fixed credits must have on hand at all times the full amount of their assigned credits either in savings-stamp stock, canceled savings stamps, cash, or other representation of value.

Individual Fixed Credits

7. Window clerks and superintendents or clerks in charge of branches and stations and rural carriers shall be assigned fixed credits in savings stamps, which shall be receipted for on Form 3367-B, suitably modified.

REPLENISHING FIXED CREDITS**District Offices**

8. Postmasters at first-class offices other than central accounting offices and Washington, D. C., and at offices of the second, third, and fourth classes shall send their requisitions to their respective central accounting postmasters, using the combined remittance letter and requisition, Form PS 311-F/C, ordinarily once a month; but if the fixed credit is for \$100 or less, it need not be replenished until the accumulated funds equal one-fourth of the credit. With the approval of their central accounting postmaster, they shall order savings stamps in lots of 10 or multiples of 10, except the \$5 stamp, which may be ordered as needed. They shall apply to their respective central accounting postmasters direct to increase or decrease savings stamp credits.

Individual Fixed Credits

9. Individual fixed credits shall be replenished daily, except when the credit is less than \$100, in which case it shall be replenished whenever the accumulated funds amount to one-fourth of the credit.

EXAMINATION AND VERIFICATION OF STOCK

10. Packages of savings stamps shall, on receipt, be opened and counted jointly by the postmaster or his authorized representative and a witness. The postmaster shall check the stock received with the accompanying invoice, Form PS 515 or PS 311-F/C. When the quantity does not agree with the invoice, the postmaster, if at a central accounting office or Washington, D. C., shall make immediate report of the discrepancy, with the invoice attached, to the Division of Stamps and Philately, or if at an office having a savings stamp fixed credit, to the central accounting postmaster; and shall hold the shipment intact and carefully preserve the wrapper. In case of shortage, the correctness of the report shall be certified by the postmaster on his official oath and attested by the witness.

ACCOUNTABILITY FOR STOCK

11. Postmasters shall be held accountable for all savings stamps sent them for sale and shall retain in their personal custody the supply of savings stamps not in use at

windows, or shall designate some official or clerk, other than a clerk engaged in window work, who shall be responsible for safeguarding the savings stamp stock. Savings stamps shall not be loaned or sold by one postmaster to another. They shall, in all cases, be obtained by requisition. Upon receipt of savings stamps at a central accounting office or at Washington, D. C., the postmaster shall immediately charge himself with the face value thereof, regardless of their condition.

PROTECTION OF STOCK

12. Savings stamps and records shall be kept in good condition and be given the same protection as is required by articles 3 to 9, chapter XXII, for postage stamps and postal records.

DISPOSITION OF DAMAGED STOCK

13. If savings stamps are received at a central accounting office or at Washington, D. C., in a damaged condition or become damaged by fire or otherwise while in the possession of the postmaster, they shall be sent to the Division of Stamps and Philately for redemption. An itemized statement of the quantity returned and a full explanation of the cause of the damage shall be prepared in duplicate. The original shall accompany the returned stamps, which shall be counted, prepared for mailing, and dispatched in the presence of a witness; and the duplicate shall be retained by the postmaster; but credit shall not be taken until formal authorization is received from the Department. If the value of the stamps cannot be ascertained from an examination of them, they shall nevertheless be forwarded, and the postmaster will be informed of their redemption value if it can be determined. The postmaster at an office having a savings stamp fixed credit shall return damaged stamps to the central accounting office in exchange for new stock.

REPORT OF LOSS OF STOCK OR FUNDS

14. The loss or destruction of savings stamps or saving stamp funds, including canceled savings stamps, shall be reported immediately to the inspector in charge of the district in which the office is located, as provided in article 106, chapter I, and article 23, chapter XXII, and to the Bureau of Finance, Division of Postal Savings Banking and Investments, if the loss occurred at a central accounting office or at Washington, D. C., or to the central accounting postmaster if the loss occurred at an office having a savings stamp fixed credit. The report shall show the date and manner of the loss or destruction, contain a descrip-

tion of the items involved, and state whether the loss was such that it can be established that the stamps will never be presented for redemption.

REQUISITIONS TO REPLACE LOST OR DAMAGED STOCK

15. Requisitions to replace savings stamps that have been lost, destroyed, or rendered unserviceable for any other reason shall be made in the usual manner, except that the requisition shall be plainly marked "To replace stock lost or damaged."

DEPOSIT AND REMITTANCE OF FUNDS

16. Postmasters at central accounting offices and Washington, D. C., shall debit daily, on the postal account, proceeds from the sale of savings stamps at the local office and all other offices as reflected by the requisitions filled. They shall include the amounts of such sales with other surplus funds deposited under Symbol 47001. So far as practicable, postmasters at offices having a savings-stamp fixed credit shall dispose of all savings-stamp cash on hand when making remittances. They shall, however, observe the requirement that savings stamps of the 4 lower denominations be ordered in lots of 10, or multiples of 10. To facilitate replacement in event of loss, postmasters shall keep adequate records of checks and drafts included in remittances or deposits.

DEPOSIT OF CANCELED SAVINGS STAMPS

17. Postmasters at central accounting offices and Washington, D. C., shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, Merchandise Mart, Chicago 54, Ill., as deposits for credit to the Postmaster General's savings-bond account, using Treasury Department Form 5560. Postmasters at other first-class offices that have been furnished with special perforating equipment shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, as deposits for credit only to the Postmaster General's savings-bond account, using Treasury Department Form 5560; and at the close of each month shall include with any type of remittance redeemed savings stamps in excess of the amount that can be taken into the savings-bond account. Postmasters at other first-class offices and at second-, third-, and fourth-class offices may include canceled savings stamps with any type of remittance to their central accounting office. Remittances containing canceled savings stamps must be registered. Each shipment

of canceled savings stamps to the Register of the Treasury must be accompanied by the original copy of the Advice of Shipment, Form 976; and by the four copies of the quadruplicate certificate of deposit, Form 5560.

PREPARATION OF CANCELED SAVINGS STAMPS FOR DEPOSIT WITH THE REGISTER OF THE TREASURY

18. The following instructions shall be observed in preparing canceled stamps for dispatch to Chicago:

(a) Except when the number of albums available for the package is less, canceled albums shall be packaged in lots of 50 disregarding the denominations of the savings stamps.

(b) For each package a package ticket, Form 977, shall be prepared, on which the postmaster shall enter the serial number of the Advice of Shipment, Form 976, the number of the albums, and the value of the canceled savings stamps.

(c) Each package of the shipment shall be numbered beginning with "1", and the last package shall be indicated by "X" following the last number.

(d) There shall be included in each package an adding machine list of the albums therein, the list to be placed just below the package ticket.

(e) The clerk who counted the savings stamps and the clerk who listed the albums on the tape shall place their initials or names legibly on each package ticket.

(f) Each package ticket shall be postmarked distinctly to show the date the package was prepared for shipment.

(g) Packages shall be listed on the reverse of Form 976, Advice of Shipment, by number, showing the number of albums and value of each package. The columns on the back of Form 976 headed "Package No." shall be used to record both the package number and the number of albums.

(h) If redemptions are comparatively heavy, shipments should be made in lots of approximately 1,000 albums. If redemptions are light, all albums should ordinarily be disposed of in the middle and at the end of each month. Offices which accumulate more than 1,000 albums per day shall prepare individual shipments not to exceed 2,000 albums.

(i) Each pouch shall be designated as a shipment and assigned a serial number. A Form 976 shall be prepared to cover it and the serial number thereof entered on the pouch label. A shipment shall consist of not more than one pouch and the rotary number shall be entered on Form 976.

(j) Each package shall be securely wrapped two ways with cord so compactly that the savings stamps will be securely held within the albums.

REQUESTS FOR RETURN OF CANCELED ALBUMS

19. If a postmaster when advised by the Register of the Treasury, Chicago Branch, of an allowance of credit for an amount less than was claimed is of the opinion that the return of the particular album or albums involved in the discrepancy would serve a useful purpose, he may secure such return by forwarding to the Register of the Treasury, Merchandise Mart, Chicago 54, Ill., in replacement an album or albums containing canceled savings stamps of the same total value as was allowed, together with an appropriate request for the return of the discrepant albums. For example, an office has claimed credit for an album in the amount of \$18.75, and the Office of the Register of the Treasury finds that the album contains savings stamps of a value of only \$12.75. The postmaster's request for the return of this album should be accompanied by another album containing savings stamps having a value of \$12.75. The stamps in the substitute album need not be of the same denomination as those in the album to be returned.

REDEMPTION OF SAVING STAMPS FROM THE PUBLIC

20. Savings stamps are transferable and payable to bearer at any post office and at any branch or station authorized to sell them. Postmasters shall not be required to identify the person presenting the savings stamps for payment as the owners thereof. Savings stamps affixed to stamp albums, savings cards, or other authorized devices shall be accepted in payment for bonds, or postal-savings certificates, or may be exchanged for cash. Albums which are not completely filled or contain stamps of more than one denomination shall also be accepted. Redeemed stamps shall be canceled and rendered unfit for further negotiation as soon as practicable after acceptance. Postmasters who remit redeemed savings stamps to a central accounting office should cancel the stamps by imprinting with a canceling stamp and non-washable black ink. If a canceling stamp is used, the blank spaces on partially filled pages of albums or folders should be imprinted but not completely blank pages. Postmasters who have been furnished special perforating equipment for canceling savings stamps should see that all redeemed stamps are perforated, but they should not be so defaced or mutilated as to make verification difficult. Postmasters shall stamp surrendered albums or cards with their post office dating stamp, and shall enter the value of the stamps in the upper right-hand corner on the back cover page. Postage stamps shall not be accepted as savings

stamps. Postmasters shall promptly report to the inspector in charge of the proper division any attempt to cash counterfeit savings stamps. When savings stamps that have been torn, burned, or badly mutilated are presented, the postmaster shall accept at face value of the whole stamp one or more fragments identifiable as constituting clearly more than one-half of the same stamp. If the fragment or fragments are not so identifiable, the holder shall be advised to send them—and if affixed to an album, the entire album—to the Treasurer of the United States, Claims Section, Washington 25, D. C. If stamps are presented that have adhered and the holder is unable to separate them and determine their value (which he may do by soaking them in warm water), he shall likewise be advised to forward them to the Treasurer of the United States for redemption.

FUNDS USED IN REDEMPTION OF SAVINGS STAMPS

21. Postmasters shall use savings bond funds when paying for savings stamps surrendered for cash, but if no such funds are available, any other official funds may be used. Postmasters who have been granted a credit with the Treasurer of the United States may draw on that credit if additional funds are needed, and other postmasters should apply to their central accounting postmasters on Form 1847 for an advance of postal funds. Postmasters at offices that have not been furnished special perforating equipment may include canceled savings stamps with any type of remittance to their central accounting office. Central accounting offices and other offices having special perforating equipment shall send canceled savings stamps to the Register of the Treasury, Chicago Branch, as authorized in article 17 of this chapter. If funds have been borrowed from other accounts to pay for surrendered stamps, the borrowings shall be replaced from proceeds of savings bonds before the savings stamps are sent to the Register of the Treasury.

REPORTS AND ACCOUNTS

22. Postmasters at central accounting offices and Washington, D. C., shall keep a record of all daily savings stamp stock transactions on Form 3295. They shall prepare a quarterly report in triplicate on Form 3334 by entering after the several items thereon the total of all business transactions occurring during the quarter. The record on Form 3295 and the entries on Form 3334 shall include the amount of all savings stamps on hand at the beginning and end of the quarter, which will include local office fixed credits, amount of stock received and disposed of, amount of all

savings stamps fixed credits issued to other offices, and amount of all claims pending for loss. The original and one copy of Form 3334 shall accompany the quarterly postal account to the regional accounting office.

Promptly after the close of each month postmasters at central accounting offices and at Washington, D. C., shall submit to the Bureau of Finance, Division of Postal Savings Banking and Investments, a report on Form 979-a of all savings stamp sales of their accounting districts during the month showing separately the sales of the local office and the district offices.

WAR-SAVINGS STAMP CERTIFICATES (Series 1918-21)

Payment of

23. War-savings certificates and stamps, Series 1918-21, *shall not be paid at any post office or at the Post Office Department in Washington, D. C.* No war-savings certificates, war-savings stamps, Treasury savings stamps, or thrift stamps, or papers in connection with the redemption of any such securities shall be accepted by a postmaster for transmission to any department as free matter. *Any person holding war-savings stamps, war-savings certificates, thrift stamps, or Treasury savings stamps, and who desires to redeem them shall be instructed to mail such securities to the Secretary of the Treasury, Division of Loans and Currency, Washington, D. C., at their own risk and expense.* They must not be sent to the Post Office Department.

Assistance by Postmaster to Owners

24. Where the holder of any war-savings stamps desires to file an application with the Treasury Department for the payment of such securities, and the maturity value of the securities does not exceed \$50, any oath or affidavit required of any person in connection with such application, which under the Treasury Department regulations should be executed before a notary public or other officer authorized by law to administer oaths may be made in the form of a statement to be signed in the presence of, and attested by, a United States postmaster at first-, second-, third-, and fourth-class post offices. At first-class post offices only, in addition to the postmaster, such statements may be executed before and attested by the assistant postmaster, superintendent of postal finance, superintendent of money orders, and the superintendent of branches and stations. All such statements shall be attested by the signature of the designated officer followed by his official title, and shall bear a clear impression of the postmark of the office. In special cases where it appears necessary or desirable to have postal officials other

than those specified herein attest such statements, application for special authority shall be made to the Bureau of Finance, Division of Stamps and Philately, in each and every particular case. Such papers, however, shall not be sent to the Post Office Department, and shall not be sent in official franked envelopes. Full postage must be paid.

Treasury Savings Certificates

25. Treasury savings certificates shall not be paid at any post office nor accepted by postmasters for transmission to the department for payment as official business. Postmasters shall advise applicants for payment of Treasury savings certificates to send such securities to the Secretary of the Treasury, Division of Loans and Currency, Washington, D. C., which will be at the risk and expense of the applicant. However, the regulations require the postmaster to attest the signature of an applicant for payment of Treasury savings certificates in the demand for payment on the back of such certificates, when so requested by the applicant, and shall make no charge for such service. Persons who allege that Treasury savings certificates owned by them have been lost, stolen, destroyed, or paid to the wrong person shall be advised to write to the Secretary of the Treasury, Division of Loans and Currency, Washington, D. C., and not to the Post Office Department.

Instructions and Accounting

26. Any further detailed instructions or information required by a postmaster relative to the securities specified herein and accounting for balances outstanding for such securities issued to and sold through the Postal Service shall be obtained from the Division of Stamps and Philately.

Registration Cards

27. All registration cards, Form W. S. 110, paid and unpaid, have been withdrawn from all post offices of the fourth class and those that were filed in post offices of the first, second, and third classes which were not marked as paid, have been recalled and are now filed in the Treasury Department, Washington, D. C. All registration cards, W. S. 110, which *have been properly marked as paid, at post offices of the first, second, and third classes, have not been recalled* and are on file in the respective post offices and shall be carefully kept on file in the post office and safeguarded against destruction by mice, insects, fire, and water. Under no circumstances shall such card records be destroyed nor shall any person, other than authorized employees, be allowed to examine such card records, without specific authority from the department in each individual case.

Correspondence

28. All necessary official correspondence by postmasters concerning any matter in connection with any of the securities referred to in these instructions shall be addressed to the Bureau of Finance, Division of Stamps and Philately. Postmasters shall not address communications to the Treasury Department relative to these securities. Postmasters shall not advise individuals to address any inquiry about alleged lost or stolen registered or unregistered war-savings securities to the Post Office Department. The Post Office Department has no records that the post office does not have.

All such inquiries by individuals should be addressed by the interested parties direct to the Treasury Department, Division of Loans and Currency, Washington, D. C.

Alleged Loss of Registered War-Savings Stamps

29. Postmasters at the post office of registration shall furnish a copy of any registration data on file to any person who seeks information concerning war-savings stamps registered at a post office, provided the postmaster is satisfied that the person making the inquiry is the registered owner or the legal representative of the registered owner.

CHAPTER XX

Documentary Internal-Revenue Stamps

FEDERAL LAW

1. The Federal law relating to documentary internal-revenue stamps provides that: "The Commissioner of Internal Revenue shall furnish to the Postmaster General without prepayment a suitable quantity of adhesive internal-revenue stamps to be distributed to and kept on sale by the various postmasters in the United States in all post offices of the first and second classes and such post offices of the third and fourth classes as are located in county seats. The Postmaster General may require each such postmaster to give additional or increased bond as postmaster for the value of the stamps so furnished, and each such postmaster shall deposit the receipts from the sale of such stamps to the credit of and render accounts to the Postmaster General at such times and in such form as he may by regulations prescribe."

WHERE SOLD

2. Postmasters at all post offices of the first and second classes and at such post offices of the third and fourth classes as are located in county seats shall keep on hand for sale documentary internal-revenue stamps sufficient to meet the demands of the public. Postmasters shall keep a type-written notice posted in the lobby of the post office advising the public that the stamps may be purchased at the stamp window. The amount of these stamp sales at post offices shall not be considered as forming any part of "Gross Postal Receipts" of the office. Suitable fixed credits shall be issued to the superintendent or clerk in charge of stations and branches and stamp clerks. Such fixed credits shall be issued and accounted for in the same manner as fixed credits of postage stamps.

SALE BY MAIL

3. Postmasters shall fill any order received by mail for such stamps from stamp collectors and taxpayers, provided the order

is accompanied with a remittance to cover the value of the stamps ordered plus return postage and registry fee. No stamps shall be sent by ordinary mail even though the purchaser may request it. The filling of any mail order shall be witnessed by two persons. Only cash or money orders shall be accepted in payment for documentary internal-revenue stamps. Any checks, drafts, or other form of remittance accepted by a postmaster in payment for documentary internal-revenue stamps shall be at the postmaster's personal risk, and no credit will be extended in the accounts of any postmaster for loss due to acceptance of any remittance other than cash or money order.

POSTAL EMPLOYEES NOT TO INSTRUCT PURCHASERS

4. Postmasters and postal employees shall not, in their official capacity, attempt to advise or instruct taxpayers or purchasers of documentary internal-revenue stamps on matters connected with the administration of the internal-revenue laws, but shall limit their activities to the sale of the stamps to the public. Patrons may be informed, however, that the stamps are required for the payment of taxes on the following instruments only:

- (1) Issues of bonds or capital stock.
- (2) Sales or transfers of bonds; also transfers of stock not made through exchanges.
- (3) Real estate conveyances, deeds, etc.
- (4) Steamship passage tickets.
- (5) Foreign insurance policies.

DISTRIBUTION TO CENTRAL ACCOUNTING OFFICES

5. Documentary internal-revenue stamps are available in the following denominations: 1¢, 2¢, 3¢, 4¢, 5¢, 8¢, 10¢, 20¢, 25¢, 40¢, 50¢, 55¢, 80¢, \$1, \$1.10, \$1.65, \$2, \$2.20, \$2.75, \$3, \$3.30, \$4, \$5, \$10, \$20, \$30, \$50, \$60, \$100, \$500, and \$1,000.

On requisition signed by the postmaster, they are furnished to postmasters at central accounting offices and the Washington, D. C., office in the following minimum quantities: 100 stamps each (or multiples thereof) of all denominations listed above, except the \$30, \$50, \$60, and \$100 denominations, which are furnished in books of 40 stamps each, the \$500 denomination in books of 8 stamps each, and the \$1,000 denomination in books of 4 stamps each. In exceptional cases where the demand for the larger denomination stamps is too limited to justify the stocking of full books, the stamps required should be ordered by letter.

Central accounting postmasters and the postmaster at Washington, D. C., will use a special requisition blank (Form 3337) when requisitioning supplies of these stamps. Under no circumstances shall a requisition for both migratory-bird hunting stamps and documentary internal-revenue stamps be made on the same form.

ESTABLISHMENT OF FIXED CREDITS BY CENTRAL ACCOUNTING OFFICES

6. Central accounting postmasters shall issue to the postmasters at all offices of the first and second classes, and to the postmasters at offices of the third and fourth classes located in county seats, within their respective central accounting jurisdiction, a sufficient supply of documentary internal-revenue stamps in amounts suitable to their respective needs, in multiples of \$10. Fixed credit receipt (Form 3336) in triplicate shall be used for that purpose, the original and the duplicate copy of which shall be signed by the central accounting postmaster and by the postmaster who receives the stamps, who shall after signature return the original to the central accounting postmaster and retain the duplicate copy. The triplicate copy shall be sent to the Bureau of Finance, Division of Stamps and Philately. Fixed credit receipts on Form 3336 more than 4 years old shall be replaced with new receipts in the month of July.

The amount of the fixed credit furnished any postmaster shall in no case, without special written authorization of the Assistant Postmaster General, Bureau of Finance, exceed the following limitations:

First-class post offices with annual postal receipts of \$1,000,000 or more, \$5,000.

First-class post offices with annual postal receipts of \$500,000 or more, but less than \$1,000,000, \$3,000.

First-class post offices with annual postal receipts of \$200,000, but less than \$500,000, \$1,000.

First-class post offices with annual postal receipts of less than \$200,000, \$500.

Second-class post offices, \$300.

Third- and fourth-class post offices located in county seats, \$100.

Central accounting postmasters may increase and decrease the fixed credits in these stamps issued to other postmasters, without prior reference to the Department and within the limits specified above (in the same manner prescribed for postage-stamp stock in article 82, chapter XV), when required to serve the public demand adequately. In such case a new receipt on Form 3336 shall be obtained and a copy thereof forwarded to the Division of Stamps and Philately. When authority to increase a fixed credit must be obtained from the Department, the postmaster's request must be accompanied by a statement showing the sale of these stamps for the two preceding months.

LOCAL FIXED CREDITS

7. Postmasters shall issue to superintendents and clerks in charge of stations and stamp clerks a sufficient supply of documentary internal-revenue stamps to meet the public demand. Such fixed credits shall be accounted for in the same manner prescribed for postage-stamp fixed credits in article 88, chapter XV. Form 3336 in duplicate shall be used for this purpose. This form may be obtained from the central accounting postmaster.

The matter of issuing fixed credits locally is discretionary with the postmaster, except that the stamps must be placed on sale at least at one retail stamp window in every post office required by these instructions to sell them, irrespective of the proximity of any local internal-revenue collector's office. The postmaster shall cause all credits of these stamps to be inspected at least once each quarter, and shall see that the cash received from the sale of the stamps is not allowed to accumulate. These funds are tax collections. They are not subject to diversion for any purpose and must be disposed of promptly as provided herein, in order that there will be no delay in remittances to the central accounting postmaster and depositing of the money by the central accounting or Washington, D. C., postmaster to the credit of the Postmaster General.

District postmasters must not requisition documentary internal-revenue stamps in excess of their fixed credits. If stamps in excess of the amount of the fixed credit are needed, application for a permanent increase must be submitted to the central accounting postmaster. Temporary or emergency increases will not be granted.

REDEMPTION FROM PUBLIC PROHIBITED

8. Postmasters shall not redeem, repurchase, or exchange any documentary in-

ternal-revenue stamps. Persons desiring to sell or exchange internal-revenue stamps or have them redeemed, shall be directed to apply to the nearest collector or deputy collector of internal revenue.

REDEMPTION OF DAMAGED STAMPS FROM POSTMASTERS

9. Damaged, spoiled, or unsalable documentary internal-revenue stamps in the stock at any post office (except Washington, D. C., and central accounting post offices) shall be sent to the respective central accounting office from which the stamps were originally obtained, with request on Form 017-FC for an equal value of stamps in the denominations desired, in the same manner prescribed for damaged postage stamps at district post offices in article 98, chapter XV.

Damaged, spoiled, or unsalable documentary internal-revenue stamps in the stock of the central accounting office or the Washington, D. C., office, including such stamps received from other offices furnished on fixed credits by the central accounting office, shall be sent to the Division of Stamps and Philately, for redemption and credit in the manner provided for postage stamps in article 97, chapter XV. Form 3206 plainly stamped "Documentary internal-revenue stamps" shall be used as letter of transmittal.

USE AND CARE OF FUNDS FROM SALE OF STAMPS

10. Funds received from the sale of documentary internal-revenue stamps shall not be diverted or used for any other purpose than to replenish established fixed credits in such stamps.

All instructions relating to the safety of public funds and postage stamps, not inconsistent with any specific instructions of this article, shall apply to and be binding upon all postmasters and employees of the Postal Service in handling, safeguarding, and accounting for documentary internal-revenue stamps and funds.

REMITTANCE OF FUNDS

11. All money received by a postmaster (except at central accounting and the Washington, D. C., post offices) from the sale of documentary internal-revenue stamps shall be remitted to the central accounting postmaster for the purchase of new stock with a requisition on Form 017-FC at least once each month, between

the 15th and 25th days of the month, and at any other time during the month when the cash on hand from the sale of the stamps shall amount to \$500, or whenever the cash on hand shall amount to one-third of the fixed credit if such fixed credit is less than \$1,000.

DEPOSIT OF FUNDS

12. All cash received in the central accounting post office from the sale of documentary internal-revenue stamps and the proceeds of similar sales received from other post offices shall be merged with and included in the deposit of surplus postal funds, and shall be deposited in the same bank where postal funds are deposited. The postmaster at Washington, D. C., shall dispose of such funds in the same manner, with the exception that the deposit shall be made in the Treasury of the United States.

ACCOUNTS

13. Central accounting postmasters and the postmaster at Washington, D. C., shall render a quarterly stamp schedule in duplicate on Form 3334 to the regional accounting office with the postal account, covering all documentary internal-revenue stamp transactions of the preceding quarter. The sales as shown on the stamp account should agree with the sales shown on the postal account.

Change in Postmaster

14. Upon the death, resignation, removal, or suspension of a postmaster at a central accounting office, divided accounts must be submitted to the Department for the parts of the month served by each postmaster or acting postmaster, accompanied with certificate of transfer. In a similar manner, when such a change occurs at a district office, a new fixed credit receipt on Form 3336 shall be prepared and forwarded to the Division of Stamps and Philately, by the central accounting postmaster.

UNAVOIDABLE LOSSES

15. When a postmaster operating on a fixed credit suffers a loss of stamps or cash due to unavoidable casualty, he shall file a claim with the Solicitor, Post Office Department, for credit on account of such loss; and shall immediately report the amount of the loss to the central accounting postmaster, who shall treat the claim as provided in chapter XXII, article 23.

CHAPTER XXI

Migratory-Bird Hunting Stamps

FEDERAL LAW

1. The Federal law relating to migratory-bird hunting stamps provides that:

"No person over 16 years of age shall take any migratory waterfowl unless at the time of such taking he carries on his person an unexpired Federal migratory-bird hunting stamp validated by his signature written by himself in ink across the face of the stamp prior to his taking such birds; except that no such stamp shall be required for the taking of migratory waterfowl by Federal or State institutions or official agencies or for propagation, or by the resident owner, tenant, or share cropper of the property or officially designated agencies . . ."

The law directs that these stamps shall be issued and sold by the Post Office Department under regulations prescribed by the Postmaster General, with the provision that the stamps shall be sold at all post offices of the first and second classes and at such others as the Postmaster General shall direct. For each such stamp sold there shall be collected by the Post Office Department the sum of \$2. No such stamp shall be valid under any circumstances to authorize "the taking of migratory waterfowl" except in compliance with Federal and State laws and regulations. Each such stamp expires and becomes void after the 30th day of June next succeeding its issuance.

WHERE SOLD

2. All post offices of the first or second class and designated post offices of the third and fourth classes are required by law to have the current issue of stamps on sale to the public during the established office hours.

The amount of these stamp sales at post offices shall not be considered as forming any part of "Gross postal receipts of the office."

POSTAL EMPLOYEES NOT TO INSTRUCT PURCHASERS

3. Postmasters shall not attempt to administer or interpret any part of the law concerning migratory-bird hunting stamps,

except those portions requiring a postmaster to sell the stamps and to account to the Department for the stamps charged to him and the money collected. Any person seeking information from a postmaster as to the other requirements of the law, or regulations issued thereunder by the Department of the Interior, should be advised to write to the Director, Fish and Wildlife Service, Department of the Interior, Washington 25, D. C., or to local game wardens.

ISSUANCE OF RECEIPT IN LIEU OF STAMP PROHIBITED

4. Postmasters are forbidden to issue a receipt for a migratory-bird hunting stamp, or to accept money in payment of such stamp, unless the stamp is available and actually delivered at the same time payment is received. The postmaster at a post office designated to sell the stamps is expected to anticipate, as nearly as possible, the public demand for the stamps, and to have on hand at all times sufficient stamps to meet such demand. Accordingly, he shall make frequent (daily, if necessary during the open season for migratory waterfowl) remittance of cash with requisition on Form 017-FC to the central accounting postmaster for additional stamps.

DISTRIBUTION TO CENTRAL ACCOUNTING OFFICE

5. Supplies of each new series of stamps needed at central accounting post offices shall be obtained by requisition on Form 3337 to the Bureau of Finance, Division of Stamps and Philately, on or about June 1 of each year.

ESTABLISHMENT OF FIXED CREDITS BY CENTRAL ACCOUNTING OFFICES

General

6. Fixed credits shall be established by the central accounting postmasters at all post offices within their respective territories authorized and required to sell the stamps.

Fixed credit receipt (Form 3336-A) in triplicate shall be used for that purpose. The original signed copy shall be filed in the central accounting office, the duplicate signed copy shall be filed in the receiving office, and the triplicate copy shall be mailed immediately by the central accounting office to the Bureau of Finance, Division of Stamps and Philately.

At First- and Second-Class Offices

7. A minimum credit of 28 stamps shall be established at each office of the first or second class, which may, upon a personally signed request of the postmaster concerned, be increased to a maximum of 14,000 at any first-class office or to a maximum of 7,000 at any second-class offices, but no credit shall be decreased without prior application to and receipt of instructions from the Department.

At Third- and Fourth-Class Offices

8. A minimum credit of 14 stamps shall be established at each office of the third or fourth class authorized to sell the stamps. Such credits may, upon a personally signed request of the postmaster concerned, be increased to a maximum of 700 at a third-class office or to a maximum of 280 at a fourth-class office. When a minimum credit is increased, the new credit shall be in some multiple of 28 stamps. No credit shall be decreased without prior application to and receipt of instructions from the Department.

Application for Increase of Credit

9. Where in the judgment of the postmaster an existing fixed credit is insufficient to supply the reasonably expected demand for the stamps during the hunting season, the postmaster should apply direct to the central accounting postmaster for an increase. The application must contain the following information: (a) Amount of the present fixed credit; (b) amount of the new credit requested; and (c) dates and amounts of cash remittances to the central accounting office for migratory-bird hunting stamps from 10 days before to 10 days after the last open hunting season for migratory waterfowl in the State.

Application for Initial Credit

10. Whenever the postmaster at a post office not already authorized or required to sell migratory-bird hunting stamps believes there is a demand for the stamp in his territory, application for an initial supply of the stamps should be made direct to the Post Office Department, Bureau of Finance, Division of Stamps and Philately, Washington 25, D. C. The application must contain the following information:

(a) Reason for believing there is, or will be, a demand for the stamps; (b) estimated number of stamps the public will buy; and (c) number of miles and transportation accessibility to nearest post office already selling the stamps. A postmaster not authorized or required to sell the stamps must not purchase stamps from other post offices for resale. Any stamps held by a postmaster not authorized or required to sell them will not be redeemed by the Department.

LOCAL FIXED CREDITS

11. The postmaster shall establish such fixed credits of the stamps as classified stations, branches, and stamp windows as in his judgment may be necessary to meet the public demand. The stamps must be available at least at one stamp window in every post office, classified station, or branch to which a credit of the stamps has been issued. A separate fixed credit receipt (Form 3336-A), obtainable from the central accounting postmaster, shall be used for that purpose. The purchase of migratory-bird hunting stamps with personal or postal funds by postmasters and stamp clerks for resale purposes is prohibited. Two dollars shall be collected for each stamp sold. The fixed credits issued to such clerks shall be inspected at least once each month to see that cash received from sales of the stamps is properly turned in to repurchase stamps. In no other way can a postmaster escape having to apply to the Department for relief due to discovery of stamps of an expired series in the stamp cabinet of some employee to whom a regular fixed credit was not issued.

REDEMPTION FROM PUBLIC PROHIBITED

12. Postmasters and the Department are forbidden by law to redeem from or exchange with any person, firm, corporation, or postmaster not authorized and required to sell them, any migratory-bird hunting stamp, for any purpose whatever, after such stamp has been sold at a post office.

REDEMPTION OF DAMAGED STAMPS FROM POSTMASTERS

13. Damaged, spoiled, or unsalable stamps shall be sent by postmasters to whom fixed credits have been issued to the central accounting office with a requisition for salable stamps on Form 017-FC, suitably altered.

Such stamps shall not be sent from central accounting offices to the Department for redemption as they accumulate, but shall be held until after June 30 of each year, and sent to the Department with other stamps of the expired series for credit.

RETURN OF UNSOLD STAMPS

14. Within 5 days after June 30 of each year, unless otherwise instructed by the Department, the postmaster (except at central accounting offices and the Washington, D. C., office) shall remit to the central accounting post office all expired stamps and all money on hand received for stamps of the expired issue. The fixed credit receipt (Form 3336-A) shall remain unchanged unless it is desired to increase or decrease the amount thereof. The central accounting office will send to the remitting postmaster sufficient stamps of the new series to balance the remittance of cash and stamps of the expired series, thus maintaining the fixed credit intact. Unless there is a change made in the amount of the fixed credit, it is not necessary to execute a new fixed credit receipt when expired stamps are retired after June 30 of each year, except when some other eventuality requires a new receipt.

REDEMPTION OF EXPIRED STAMPS

15. Each annual series of the stamp expires at midnight June 30 next after issuance. All unsold stamps of an expired series shall be sent by the central accounting office to the Bureau of Finance, Division of Stamps and Philately, by official registered mail, for redemption, as soon as possible after their expiration date.

REMITTANCE OF FUNDS AND STAMPS

16. All cash received from the sale of the stamps at offices operating on a fixed credit must be remitted promptly at least once each month to the central accounting office that supplied the stamps, with a

requisition on Form 017-FC for an amount of stamps equal to the cash remitted. This must be done even though only one stamp has been sold during the entire month, and even though the hunting season is closed and there is no further need for additional stamps to supply the public.

All stamps and remittances of cash must be properly counted, witnessed, and sent by official registered mail, as provided in instructions for postage stamped paper and postal funds.

DEPOSIT OF FUNDS

17. All money received at a central accounting office for stamps sold and all cash received from other offices to restore fixed credits in such stamps shall be merged with and deposited with postal funds in the bank in which surplus postal funds are deposited. The postmaster at Washington, D. C., shall handle deposits of funds in the same manner, except that the deposit shall be made in the Treasury of the United States.

ACCOUNTS

18. A separate schedule (Form 3334) for migratory-bird hunting stamps shall be submitted quarterly with the postal account to the regional accounting office by the central accounting postmasters. The sales as shown on the stamp account should agree with the amount shown on the postal account.

UNAVOIDABLE LOSSES

19. Where a loss of stamps or cash occurs through unavoidable casualty, the postmaster shall file a claim with the Solicitor and shall immediately report the amount of the loss to the central accounting postmaster, who shall treat the claim as provided in chapter XXII, article 23.

CHAPTER XXII

Public Funds

Art.

1. Care of public funds.
10. Loss of funds or stock by unavoidable casualty.
24. Cashing Government paper.
27. Foreign or mutilated coins or currency.
28. Making change.
29. Counterfeit currency and coins.
30. Deposits and remittances.

Art.

60. Disbursement of public funds.
71. Duplicate Treasury checks.
74. Refunds of postage.
76. Disposal of funds and property upon change of postmasters.
78. Central accounting post offices and territory served.

CARE OF PUBLIC FUNDS

1. The law provides that:

"Postmasters shall keep safely without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster General to be transferred or paid out."

NOTE.—"Public money" is any money coming into the hands of the postmaster or under his control in any manner whatever, in the execution, or under color of his office, whether it is the money of the United States or not.

Must Be Kept Separate

2. Public funds shall be kept entirely separate from all other moneys in the possession of the postmaster and shall not be mingled with personal or other funds.

Protection of Funds and Stamps

3. Postmasters are cautioned to comply strictly with instructions, as otherwise no credit may be allowed for funds or valuable paper lost by burglary, fire, or other unavoidable casualty. Failure to observe the instructions is construed as constituting negligence precluding allowance of credit.

4. *During business hours.*—During business hours money and stamps shall be kept in places inaccessible to the public and concealed from view.

5. *At night and when office is closed.*—Funds and stamps left in a post office at night or when the office is closed temporarily during the day shall be locked in iron safes or in vaults, if such have been pro-

vided; otherwise they shall be locked in strong drawers or other fixed receptacles equipped with good locks. Money and stamps shall not be left at night or when the office is closed temporarily during the day in tin or iron boxes even though locked, nor in cash drawers secured by finger-combination locks, except that postmasters may, if deemed necessary for the convenience of the public outside of the regular business hours, maintain a small working supply of stamps and change. Such working supply of stamps and change, not exceeding \$10, need not be placed in the safe at night, provided it is kept in a strong drawer or other fixed receptacle securely fastened with a good lock. Funds and stamps shall not be hidden about the office or elsewhere. The doors and windows of the office shall be made as secure as possible.

At night when the office is unoccupied, lights should be burned over all vaults in the postal quarters that are visible from the street, whether equipped with tear gas or not, as well as over all safes similarly located where they are used in lieu of vaults.

Where drop cords are provided they should be adjusted so that the light is located just above the dial on the vault or safe door.

Lights should not be burned over vaults or safes not visible from the street.

These precautions apply to classified stations and branches as well as to the main office.

All possible care shall be exercised for the protection of public funds and property.

If the post office is not such a reasonably safe place as to warrant the postmaster leaving his own funds in it at night, or if the

building is unoccupied, all funds and accountable paper should be removed to a place of greater security.

6. Locking safes and changing combinations.—At night or when the office is left without occupants iron safes with combination locks shall be carefully and completely locked with the full combination on the outer doors, and on the inner burglarproof chest if there is one. Available burglarproof chests shall be used to their capacity for safeguarding money, stamps, and the other accountable property in the order of greatest value and consistent with the maintenance of individual responsibility. No credit will be allowed for losses from safes fastened only with a “day lock” or “day combination.”

A postmaster upon taking charge of his office shall immediately change the combination on every safe therein, except that at first-class offices operating under the two-division plan only those safe combinations known to the former postmaster need be changed. When an employee knowing the combination of a safe or vault is separated from the service, or when at any time a safe is procured, either new or secondhand, the postmaster shall immediately change the combination. Failure to make such change shall be considered as *prima facie* evidence of contributory negligence on the part of the postmaster in every case where claim is made for credit for money or other property stolen from such safes which have been opened without resort to violence.

7. Fixed credits.—Stock (except stamped envelopes and postal cards) and funds belonging to the fixed credit of clerks shall not be allowed to remain in cabinets outside of vaults overnight, or between Saturday and Monday, or any other time after a tour of duty has ended. If the vault is not of a size that will accommodate the cabinets, an individual drawer or metal box equipped with a lock shall be provided for each clerk, in which stocks and funds shall be placed and stored in the vault or safe at the end of his tour of duty. (See ch. XV, art. 2 to 5 as to protection of postage stamps and other stamped paper.)

Individual Responsibility

8. In order to establish individual responsibility in the handling of all fixed credits, it is essential that no key furnished any postmaster or other employee will open any fixed credit container other than the one for which it was designed. A record shall be made of all keys to fixed credit containers assigned to each employee. The employee shall sign the record showing the number of keys furnished him, and shall seal all duplicate keys for each fixed credit in a separate small-sized official envelope.

On the face of each envelope the name of the employee should appear at the top

for convenience in filing in alphabetical order, followed by the unit where the employee is assigned, main office, station or branch, and the number of duplicate keys enclosed. On the back of the envelope and across the flap should appear the signature of the employee to whom the keys have been assigned, the signature of the witness to the sealing of the envelope by the employee, and also the date, which should be affixed by the use of a postmarking stamp, the postmark to be distinct and legible. The envelopes containing the duplicate keys shall be assigned to the proper supervisor, who will be held personally responsible for their protection.

Whenever it is necessary to open such an envelope for the purpose of withdrawing keys temporarily for the use of the employee to whom the original keys were assigned, the envelope shall be opened by the employee in the presence of a witness, endorsed by both, including the date, and the envelope preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared in the same manner as the original.

If it is necessary to have access to a receptacle assigned to an employee who is absent from duty, the supervisor responsible for the duplicate keys will withdraw the keys from the envelope in the presence of a witness. The supervisor and witness shall retain the envelope and endorse it to show the date and reason for withdrawing the keys, and shall take an inventory of the credit thus made accessible. A certified inventory of the credit shall be given to the supervisor in charge. If it is not practicable for these two employees to make the required inventory, two other employees shall be selected for that purpose.

The above instructions relating to duplicate keys and the fixing of individual responsibility shall be followed in handling copies of combinations to safes and vaults which contain stock and funds exclusively under the control and responsibility of one employee.

Employees, including supervisors and postmasters, shall not have access to the credits of other employees except as provided in this article. When clerks to whom credits are assigned are temporarily away from their windows the cabinets or counter drawers must be locked. A relief employee shall in all instances make transactions from his own individual fixed credit. Before an employee having a fixed credit goes on extended leave, the credit shall be checked and turned over to the clerk designated to cover the absence.

The details relative to arranging and maintaining relief fixed credits are a matter of post office management. At first- and second-class post offices, if the necessary counter drawers or cabinets are not avail-

able, small cash boxes 10½ by 12 by 3 inches, or three-drawer wooden cabinets 18 by 13 by 11 inches, may be ordered from the Bureau of Facilities, Division of Equipment and Supplies.

The protection of fixed credits of all employees is one of the most important matters a postmaster has to deal with, because of his personal financial accountability under his bond in the event of a loss or shortage. Failure to establish the necessary fixed credits and to follow instructions relative to duplicate keys and the fixing of individual responsibility will constitute an irregularity chargeable against the rating of the post office, classified station, or branch.

Contract stations

9. Clerks in charge of contract stations shall provide safes, or in lieu of safes strong drawers or other fixed receptacles which shall be fastened with good locks in accordance with the terms of their contracts. If a safe has been provided, all funds and stamps shall be placed therein at night, with the exception of a small working supply for the convenience of the public after the usual business hours. The safe must be carefully and completely locked. Such working supply of stamps and change, not exceeding \$10, need not be placed in the safe at night if it is kept in a strong drawer or other fixed receptacle securely fastened with a good lock. Whenever during the course of a day's business a considerable amount of funds has accumulated, the greater portion thereof shall be taken from the cash drawers and placed in the safe instead of leaving it in the cash drawers until closing time.

LOSS OF POSTAL FUNDS OR STOCK BY UNAVOIDABLE CASUALTY

10. *Inventory.*—Immediately after a fire, burglary or other similar casualty, the postmaster shall determine that all undamaged Government funds, postage stamps and other stamped paper remaining in his possession are accurately counted, and shall make and keep a complete inventory of the same.

11. *Paid money orders and checks.*—When paid money orders or private or Government checks on hand as cash are lost or destroyed, the report of the loss should contain an itemized list thereof. The value of such items ordinarily should not be included in the claim for credit or, if a district office, in the amount to be replaced by the central accounting office. Steps should be taken immediately to ascertain the particulars of each such item so that credit therefor may be secured by means other than the filing of a claim with the Solicitor. Credit for lost paid money orders may be obtained by the use of Form 6551 which will be furnished upon request by the Bureau of Finance, Di-

vision of Money Orders. The report of Government checks lost should include information showing the amount, date, serial number and symbol number of each lost check, and should be forwarded promptly to the Bureau of Finance, Division of Postal Finance, so that steps may be taken to secure duplicate checks. Duplicates of lost private checks should be secured by contacting the patrons from whom they were received. In the event it is impossible to secure the particulars of any such item, the postmaster should correspond immediately with the Solicitor so that consideration may be given to securing credit by other means.

First-Class Offices

12. *Reports.*—The postmaster at a first-class office (direct or central accounting) who sustains at any unit of his office a loss of postage stamp stock, postage stamp fixed credit funds, trust funds, or other postal funds, under circumstances warranting the filing of a claim as outlined under this subject should notify the Inspection Service as provided in chapter I, article 106, and should carry the loss as a separate item in the quarterly schedule of postage stamp stock transactions, Form 3325, pending decision by the Solicitor as to the allowance of credit. The Solicitor should be notified by letter, and forms will be furnished for the filing of formal claims. All such claims must be filed within 6 months from the date the loss occurred. An emergency claim-pending receipt on Form 3367-D will be prepared in triplicate for the amount of the loss, signed by the postmaster and postmarked. The original and duplicate copies will be held in the file of the office for accountability in the stock inventory, and the triplicate will be sent to the regional accounting office with the schedule of postage stamp stock transactions for the quarter in which the loss occurred. After decision is rendered on the claim by the Solicitor, the original receipt (Form 3367-D) shall be suitably endorsed to show credit authorized or, if disallowed, endorsed to show deposit has been made and forwarded to the regional accounting office with the schedule of postage stamp stock transactions for the quarter in which decision was made.

13. *Loss of postage stamp stock.*—(a) Fixed credit stock lost should be replaced from the main stock, and, for accounting purposes, the loss should be treated in the same manner as though it occurred in the main stock. The stock lost should be deducted on the stock record, the value thereof noted and carried as an item of "Claims pending for losses," acknowledged on claim-pending receipt, Form 3367-D (in triplicate), signed by the postmaster, and postmarked. The amount of the loss will be considered as part of the stock accountability, Item 11-(c), of the

schedule of postage stamp stock transactions until such time as the Solicitor either allows or disallows the claim. For procedure on Solicitor's allowance or disallowance of claim, see article 17 of this chapter.

(b) When a postmaster at a first-class office is separated from the service before such a claim is adjusted, the full amount of the claim must be eliminated from Item 11-(c) of the schedule of postage stamp stock transactions, the original receipt sent to the regional accounting office with the final postal account, and claimed on a blank line of the account as "unadjusted claim for loss." This action will also be followed by central accounting offices for claims for losses at the local office. Thus claims pending in the accounts of an outgoing postmaster for local losses must not be transferred to the incoming postmaster, except that claims held by the central accounting postmaster, affecting district postmasters, should be transferred to the incoming postmaster.

14. Loss of fixed credit funds.—The amount of the loss should be replaced by withdrawal of stock from the main stamp stock and treated as a loss of stock insofar as the stock record is concerned. However, the amount of the cash lost should be entered as a separate item in A/C 010 of the cash book and quarterly account, circled as a minus debit amount of the sales with notation, "loss by fire, etc., -----, 19----" (at two-division offices adjust sales entry on Form 3961-A) and otherwise accounted for in the same manner as a loss of stock. In preparing claim-pending receipt (Form 3367-D), in triplicate, the loss shall be listed as cash.

15. Loss of postal funds.—The postal account should be debited with receipt of such funds in the regular manner if not already done. In the event any of the funds represent sales from the main postage stamp stock, the amount should be included and handled in the same manner as the loss of fixed credit funds to restore the cash account until adjudication of claim by the Solicitor.

16. Loss of trust funds.—The amount of the trust funds lost should be replaced from postal funds and the loss handled in the same manner as a loss of postal funds.

17. Reclaim of credit pending adjudication of claim.—(a) The amount of any unadjusted claim pending shall be carried in the schedule of postage stamp stock transactions as part of accountability in Item 11-(c), acknowledged on signed Form 3367-D, claim-pending receipt, until adjudicated by the Solicitor. When notice of allowance is received from the Solicitor, credit for the stamp stock loss will be claimed in Item 17 of the schedule of postage stamp stock transactions for the quarter in which allowed. Cash (funds

loss) will be charged in A/C 010 of the cash book (Form 3961-A, two-division offices) with notation of Solicitor's allowance. In each case, Item 11-(c) of the schedule of postage stamp stock transactions will be reduced by the full amount allowed by the Solicitor. The portion of the credit for stock lost will be claimed in Item 17 of the schedule of postage stamp stock transactions, and the portion of the credit for cash lost claimed as "Solicitor's Allowance (Cash)" on a blank line of the quarterly postal account (AC/411 at central accounting and central disbursing offices). The original claim-pending receipt must be endorsed "Allowed," with notation as to date of Solicitor's credit and sent with the schedule of postage stamp stock transactions to the regional accounting office.

(b) In the event of disallowance of claim by the Solicitor, the amount disallowed must be deposited with other surplus funds, entries made in cash book (Form 3961-A, two-division offices), and not carried thereafter as an item in the postmaster's accounts. The original of Form 3367-D should be endorsed "Claim disallowed, deposit made" and forwarded to regional accounting office with the postal account for the quarter in which claim is eliminated.

District Offices

18. Reports.—The postmaster at a second-, third-, or fourth-class office who sustains a loss of postage stamp stock, fixed credit funds, postal funds or trust funds under circumstances warranting the filing of a claim for credit should report the matter to the central accounting postmaster as outlined herein, and to the Inspection Service as provided in chapter I, article 106. The district postmaster should notify the Solicitor, Post Office Department, Washington 25, D. C., promptly so that the necessary forms can be furnished for the filing of a formal claim within 6 months from the time the loss occurred.

19. Loss of fixed credit stamp stock or funds.—If stamp stock was lost the district postmaster should submit to the central accounting office with his report of loss a requisition showing the denominations of stamps desired to replace the stock lost. The central accounting office will replace the stock or the funds in the respective amounts lost and will require the district postmaster to acknowledge the receipt of the replacement on Form 3367-A, prepared in triplicate, the district postmaster retaining only the triplicate copy. Such loss should not be reflected in the quarterly account of the district postmaster, but shall be considered by the central accounting postmaster in "claims pending for losses," Item 11-(c), of the schedule of

postage stamp stock transactions, until settled by the Solicitor, at which time credit can be claimed in Item 17 of the schedule of postage stamp stock transactions for the stock loss, and in the quarterly postal account for the funds loss as "Solicitor's Allowance (Cash)."

The original of Form 3367-A will be canceled and returned to the district postmaster. The duplicate copy will be endorsed and sent to the regional accounting office with the schedule of postage stamp stock transactions.

20. Loss of postal funds.—The central accounting postmaster will require the district postmaster to sign an emergency claim-pending receipt on Form 3367-A in triplicate and will issue a certificate of deposit in lieu of cash replacement to the district postmaster who should claim credit for such deposit in his cash book and include the deposit with other deposits of surplus postal funds in rendering his quarterly account. A separate entry in the quarterly account is not required in connection with the amount lost or the related certificate of deposit furnished by the central accounting postmaster, other than the entry made for "claims pending" in the schedule of postage stamp stock transactions. The loss of postal funds will be handled in the same manner as a loss of fixed credit funds awaiting adjustment.

21. Loss of trust funds.—The amount of trust funds lost should be replaced from postal funds and the central accounting postmaster advised that the loss is being treated as a loss of postal funds.

22. Deposits of amounts disallowed by Solicitor.—(a) In the event of disallowance by the Solicitor, the amount which was not allowed must be remitted promptly to the central accounting postmaster from personal funds of the district postmaster, who should not claim credit in his account of such remittances.

The original of Form 3367-A will then be canceled and returned by the central accounting office, and the duplicate sent to the regional accounting office endorsed to show deposit has been made with the central accounting office.

(b) When a district postmaster is separated from the service and the central accounting postmaster is holding an emergency claim-pending receipt of the outgoing postmaster for unadjusted loss, the central accounting postmaster shall claim credit for the full amount of such receipt in his next quarterly postal account on a blank line, with notation "claims for losses—separated postmaster D/O." Form 3367-A should be submitted uncanceled to the regional accounting office, and the amount of such claim eliminated from Item 11-(c) of the schedule of postage stamp stock transactions.

LOSS OF U. S. SAVINGS STAMPS, MIGRATORY-BIRD, HUNTING STAMPS, AND DOCUMENTARY INTERNAL REVENUE STAMPS

23. Central accounting postmasters will advance U. S. Savings Stamps, Migratory-Bird Hunting Stamps, and Documentary Internal Revenue Stamps to cover unavoidable losses of such stamp stock or funds at district offices or at the local office, after certification that a claim has been, or will be, filed with the Solicitor of the Department to cover the loss. An emergency claim-pending receipt shall be obtained for such advances and the value of the advances included in the total shown in item 14c of each account (Form 3334) until notice of allowance or disallowance is received from the Solicitor. If the claim is allowed as stamps lost, the amount shall be deducted from the total of item 14c and entered as a credit in item 10. That part of the claim allowed as cash lost shall be deducted from the total of item 14c and included on Form 3334 as sales. The cash portion of the Solicitor's credit authorization will be claimed as a credit in A/C 411 of the postal account. If the claim is disallowed wholly or in part, such disallowance shall be collected in cash from the postmaster or clerk to whom the advance was made, the amount deducted from item 14c, included in the sales on Form 3334, and the emergency claim-pending receipt canceled and returned to the person who signed it.

CASHING GOVERNMENT PAPER

Checks and Warrants

24. Government paper of any kind, including disbursing postmaster's checks, pension checks, Post Office Department checks and Postal Savings System checks, may be cashed with postal funds, provided that it is received from a responsible person whose endorsement thereon the postmaster guarantees and that it can be disposed of at par value. Government checks are valid for 10 years from the date of issue. It is desirable that checks on the Treasury issued by disbursing postmasters to postal employees be cashed when sufficient funds are available, but in no case is a postmaster authorized to withhold, for the purpose of cashing checks, funds that should be remitted. Government checks cashed under the conditions mentioned may be deposited in the official checking account with a local bank if the payment of service charges can be avoided.

Immediately after cashing a Government check the postmaster shall endorse it in favor of the bank or central accounting or depository postmaster through which it is to be deposited, in order that it may not be

negotiated by any other person if it should become lost or stolen. Government paper endorsed in favor of the central accounting postmaster shall be transmitted to him with the next remittance of surplus postal funds. Central accounting postmasters who receive such items shall immediately endorse them to the order of their respective depository banks.

Coupons of Government Bonds

25. Postal funds may be used to cash coupons of bonds of the United States, the Federal Farm Mortgage Corporation, or the Home Owners' Loan Corporation. Care must be exercised to avoid the cashing of coupons that are not due, or that have become due after the dates on which the Treasurer of the United States has called such bonds for redemption. Postmasters may deposit such coupons in a bank to their official credit or may include them in regular remittances to their central accounting office. When included in such remittances they should be forwarded by official registered mail. It is not contemplated, however, that postmasters shall take over accumulations of such coupons from banks and other corporations or firms having ample facilities for their collection.

Personal Checks

26. Postmasters are not authorized to cash personal checks with postal funds. They are not required to accept personal checks in postal transactions. When personal checks are accepted, postmasters will be held responsible for their clearance at par and will be charged with any such checks on which payment is refused. They will also be charged for any fees or other costs of handling and collection.

FOREIGN OR MUTILATED COINS OR CURRENCY

27. Foreign money, or perforated, mutilated, or abraded coins, or gold coins, or mutilated paper currency shall not be accepted, except that fractional silver United States coins worn by abrasion must be accepted so long as the superscription thereon can be distinguished. (See ch. XVI, art. 34, as to acceptance of Canadian money in money order transactions.)

MAKING CHANGE

28. Postmasters should provide themselves with a sufficient amount of minor coins and bills of small denomination to enable them to make change. When a postmaster is unable to make change the purchaser must tender the exact amount of the purchase.

COUNTERFEIT CURRENCY AND COINS

29. Postmasters and postal employees to whom counterfeit currency, coins, obligations, and other securities of the United States or of any foreign government, except counterfeit postage stamps, are presented shall confiscate such counterfeits and shall promptly transmit them, by ordinary mail, to the nearest field office of the Secret Service Division of the Treasury Department with a brief statement of facts and, if possible, the name and address of the person presenting the counterfeits or a description thereof. Field offices of the Secret Service Division of the Treasury Department are located in the following cities and should be addressed as follows:

United States Secret Service,
Treasury Department,
----- (City and State)

Albuquerque, N. Mex.	Milwaukee, Wis.
Atlanta, Ga.	Nashville 2, Tenn.
Baltimore 3, Md.	Newark 1, N. J.
Birmingham, Ala.	New Haven 1, Conn.
Boston 4, Mass.	New Orleans 11, La.
Buffalo, N. Y.	New York 8, N. Y.
Charlotte 1, N. C.	Oklahoma City,
Chicago 80, Ill.	Okla.
Cincinnati 2, Ohio.	Omaha 1, Nebr.
Cleveland 14, Ohio.	Philadelphia 6, Pa.
Columbia, S. C.	Phoenix, Ariz.
Columbus 16, Ohio.	Pittsburgh 30, Pa.
Dallas 1, Tex.	Portland 7, Oreg.
Denver 1, Colo.	Providence, R. I.
Detroit 26, Mich.	Richmond 3, Va.
El Paso, Tex.	Sacramento, Calif.
Grand Rapids 1,	Saint Louis, Mo.
Mich.	Saint Paul 1, Minn.
Houston 14, Tex.	Salt Lake City 10,
Indianapolis, Ind.	Utah.
Jackson, Miss.	San Antonio 6, Tex.
Jacksonville, Fla.	San Francisco 1,
Kansas City, Mo.	Calif.
Little Rock, Ark.	Scranton 1, Pa.
Los Angeles 53,	Seattle 4, Wash.
Calif.	Spokane 5, Wash.
Louisville 1, Ky.	Springfield, Ill.
Memphis 1, Tenn.	Utica 1, N. Y.
Miami, Fla.	Washington 25, D. C.

Counterfeit postage stamps shall be confiscated and promptly transmitted to the post office inspector in charge of the division in which the post office is located with a brief statement of facts and, if possible, the name and address of the person presenting such counterfeit postage stamps.

A receipt in substantially the following form shall be given to persons from whom counterfeits are confiscated:

UNITED STATES POST OFFICE

Receipt for Counterfeits and Contraband Property

(Place)

(Date)

1-----

Received from ----- the following counterfeit or
contraband property:
----- Counterfeit-----

Signed-----

(Postmaster)

A duplicate of the receipt shall be retained by the postmaster and filed with the receipt which will be furnished him by the Secret Service Division of the Treasury Department.

DEPOSITS AND REMITTANCES

30. Deposits of postal funds may be made in United States coin, United States currency, or coupons from bonds of the United States, the Federal Farm Mortgage Corporation, or the Home Owners' Loan Corporation. Deposits may also be made by drafts and checks as provided by article 31 of this chapter.

Postage stamps, foreign coins and notes, or mutilated coins and paper, or bank checks and drafts other than those issued by national or State banks or trust companies, shall not be used in making deposits.

Money orders paid by district postmasters shall be treated as cash and may be used in remitting surplus funds or in replenishing fixed credits.

Remittances of cash, which may include small coins, shall consist of even dollars only, except at the end of the quarter. When drafts, checks, paid money orders, or the like are used in making remittances, the total of the remittance need not necessarily be in even dollars.

Use of Drafts and Checks

31. The Treasurer of the United States, Government depositaries, and depositary postmasters may accept checks and drafts issued by or drawn on national or State banks or trust companies, Post Office Department warrants, pension checks, checks of disbursing postmasters, and other kinds of Government paper, provided satisfactory arrangements are made for the acceptance of such drafts, checks, and other paper at the risk and cost of remitting postmasters.

When a draft or check cannot be collected, notice shall be sent immediately to the postmaster making the deposit, and to the Bureau of Finance, Division of Postal Finance.

When the exchange must be paid for the collection of any draft, it should be deducted from the amount of the deposit.

Every postmaster maintaining a checking account with a bank shall issue consecu-

tively numbered checks and keep a stub record of all checks issued. If checks without stubs are used, a record, preferably in book form, must be kept for the checks issued. Checking accounts should be kept in balance.

All inquiries concerning the use of drafts and Government papers for the deposit of postal funds shall be addressed to the Bureau of Finance, Division of Postal Finance.

(See article 160, chapter XVI; as to remittances of money order funds by means of drafts.)

Depositaries for Postal Funds

32. Central accounting postmasters are designated as sole depositaries for surplus postal funds for direct and district accounting offices in the respective territories served. Central accounting postmasters shall deposit surplus postal funds in depositaries designated by the Bureau of Finance.

NOTE.—Central accounting post offices are listed in article 78 of this chapter.

The postmaster at Washington, D. C., shall deposit funds with the Treasurer of the United States. The postmaster at Guam, Guam, shall deposit surplus funds in the Bank of America National Trust and Savings Association, Guam Branch, to the credit of the account of the Treasurer of the United States.

When to Deposit

33. *Central accounting offices.*—Central accounting postmasters and the postmaster at Washington, D. C., shall deposit daily all surplus postal funds accruing at their offices.

34. *Direct accounting offices.*—Direct accounting postmasters shall remit surplus postal funds on the 1st and 16th day of each month, except in instances where authority has been granted them to make salary payments at dates later than the 1st and 16th of each month. In such cases remittances of surplus funds shall be made not later than the authorized salary payment dates.

35. *District offices.*—During the quarter remittances shall be made by second-class offices whenever the amount on hand equals \$200, by third-class offices whenever the amount on hand equals \$100, and by fourth-class offices whenever the amount on hand

equals \$50. Postmasters shall not delay remitting surplus funds in this manner even at the close of a quarter pending completion and submission of the quarterly account. In making such remittances, postmasters at second-class offices may retain coin or currency not to exceed \$25, at third-class offices not to exceed \$15, and at fourth-class offices not to exceed \$10 when the remainder of the remittance consists of checks and the necessity of registering the remittance will thus be avoided; except at the end of the quarter, when, unless the postmaster has an authorized reserve, all surplus funds shall be remitted.

District postmasters to whom a "reserve" has been granted may retain from deposit the amount of the reserve. In determining the amount of surplus funds on hand the postmaster may deduct from the actual cash balance the authorized "reserve" and, if the surplus remaining is sufficient to require deposits as outlined in the preceding paragraph, the necessary remittance shall be made.

Postmasters at district offices may retain such sums as may be required to meet authorized post office payments anticipated to be made within 15 days; except at the close of each quarter, when the exact amount due to balance the account shall be remitted.

Deposit in Case of Loss

36. A postmaster who has suffered loss of money, postage stamps, or other stamp supplies through any cause, and has made claim for credit or reimbursement, shall not be required to deposit immediately the amount of the loss. Any balance against a postmaster on account of such loss may remain outstanding until his claim is settled. Upon settlement of the claim, whatever balance is due after deducting the credit allowed shall be deposited at once.

Deposit in Accordance With Audit Statement

37. On receipt of a statement of differences from the auditing office disallowing or suspending items or correcting errors in an account and requiring a deposit of the balance shown by the statement, such deposit shall be made promptly, except where a claim is pending, or when required action has been taken to remove the suspension.

Failure to Make Deposit

38. Any postmaster who fails to remit or deposit his surplus funds at the designated time shall be held liable for any loss resulting from such delay. To facilitate replacement in the event of loss, postmasters should keep adequate records of checks or drafts included in remittances or deposits.

Postmasters who fail to make deposits according to instructions, or to pay over bal-

ances on demand of post office inspectors or other duly authorized representatives of the Government, shall be liable to removal.

(See current Postal Laws and Regulations as to penalty for embezzlement of and failure to remit postal funds promptly.)

When to Prepare Remittances

39. Whenever possible, remittances shall be prepared and dispatched after the close of business each day. If a remittance is in the form of cash, it shall be registered. When funds subject to remittance are received after the dispatch of the last mail they shall be forwarded the next day on the last mail available for that day, together with all the surplus funds that have accrued up to that time. District postmasters who remit surplus funds by means of checks drawn against official checking accounts may, if there is available a good burglar-proof chest or other adequate means of protection, retain until the next business day the funds which accumulate after the last opportunity to deposit in bank. Such accumulated funds shall be available for use in the transactions of the office until the last opportunity to deposit on the first succeeding day on which the bank is open, and the remainder, if any, shall then be deposited and remitted with all surplus accruing up to that time.

NOTE.—The instructions relative to the deposit of surplus funds and the preparation and dispatch of remittances shall also apply to money order funds, except where they apply specifically to postal funds only.

(See ch. XVI, arts. 157 to 160, relative to deposit of money order funds.)

Remittances From Stations and Branches

40. When suitable banking facilities are available to stations and branches having adequate safes or vaults, postmasters may, when specially authorized to do so by the Assistant Postmaster General, Bureau of Finance, effect arrangements for the temporary deposit of funds of such stations and branches in such banks, and the retention at the station or branch until the next business day of the funds which accumulate after the last opportunity to deposit in bank. Postmasters should submit requests for such authority to the Bureau of Finance, Division of Postal Finance, when from the standpoint of safety, economy and efficiency it is believed that such banking facility should be used, and the following information must be submitted with the request: (a) The name of the bank or banks where deposits will be made and whether the bank or banks are covered by Federal deposit insurance; (b) the distance from the post office station or branch concerned to the main office, and the distance and the character of the territory between the post office and the bank; (c) the average amount of funds which will be deposited daily, cash

and checks to be shown separately; (d) time required for clearance of the withdrawal checks and the consequent maximum accountability at any one time, including the checks in transit; (e) whether the banking facilities may be used without the payment of a service charge; (f) the time at which the bank closes; (g) the average amount of funds which will accumulate between the time of the closing of the bank and the closing time of the station or branch; (h) the time of pick-up of these funds from the station under present arrangements, the type of vehicle used and whether the funds of more than one station are handled on the same collection trip and if so, the maximum total; (i) while the remittance of such funds to the main office by duplicate deposit slips is preferred, authority to make remittance by check may be granted on submission of satisfactory reasons; (j) any other information which might be of value in consideration of the matter.

Such funds shall be deposited in an account as provided in article 48 of this chapter and may be remitted to the main office by means of check or by means of initialed or signed duplicate deposit slips. The figures on duplicate deposit slips should be very clear and without erasures.

Where duplicate deposit slips are used, such slips shall be sent to the main office with the regular remittance forms and the funds so deposited will be withdrawn by check prepared and signed at the main office.

Where authority has been granted to remit such funds to the main office by check, the postmaster should authorize a station superintendent and one other employee to sign such checks in the name of the postmaster.

Preparation of Remittances

41. Remittance of surplus funds shall be made when possible by check or draft and sent as ordinary mail. The envelope in which the remittance is enclosed shall be marked "Postal Funds."

When checks or drafts are not available, remittances of currency and coin and coupons from bonds of the United States, the Federal Farm Mortgage Corporation, or the Home Owners' Loan Corporation shall be sent by official registered mail.

Cash remittances shall be made in paper currency of the highest denominations obtainable, and when coin is included in a remittance it shall be securely wrapped and enclosed in a strong envelope. Remittances must not be delayed to secure notes of large denomination or to exchange coin for notes. When remittances which include coin are dispatched by catcher pouch service, the coin shall be enclosed in coin bags which will be furnished by the depositary upon application.

When coin is included in a remittance, the denominations shall be given thus

10 silver dollars-----	\$10
10 fifty-cent pieces-----	5

42. *Witness to preparation and dispatch.*—When a cash remittance is made, the funds comprising the remittance shall be counted by the employee preparing the remittance in the presence of a witness who shall also count them. The witness shall sign both the original and copy of the remittance letter. The copy shall be kept on file in the post office.

The remittance and letter shall be enclosed in an envelope strong enough to hold the contents. The envelope shall be marked "Postal Funds," sealed, and prepared for registration in accordance with chapter XI, article 36, the remittance shall be continuously under the observation of the witness from the time the money is counted until the package is placed in the pouch and the pouch locked and delivered to the mail carrier or other person authorized to receive it.

When no one can be secured to witness the preparation and dispatch of a remittance, the postmaster shall make a record of that fact on the remittance letter and on the copy retained in the office, giving the reasons therefor.

Remittance Letter

43. Remittance letter, Form 3044-D and Form 3044-E, shall be used by postmasters at direct accounting offices when postal funds are remitted, and Form 1842-D and Form 1842-E by postmasters at district offices.

When a postmaster makes a deposit for another postmaster he shall so state, as a separate certificate is required for each.

Liability for Remittance Lost in Transit

44. When a postmaster fails to comply with the foregoing instructions and the money is lost in transit, he shall be required to make good the amount unless the facts relating to the remittance satisfactorily establish his exemption from blame.

Accounting for Deposits

45. Postmasters shall take credit in their quarterly accounts for postal deposits. Postal accounts shall be rendered promptly after the close of each quarter and not delayed awaiting the receipt of certificates of deposit. Certificates shall be examined on receipt, and if any error is found therein immediate notice shall be sent to the depositary in order that the necessary correction may be made. (See ch. XXIV, arts. 9 to 11, as to dates for submitting quarterly accounts.)

Failure to Receive Certificate of Deposit

46. When a certificate of deposit covering a remittance is not received in due time from the depository, or if any difficulty arises in correcting errors in a certificate, the facts shall be reported to the Bureau of Finance, Division of Postal Finance, in the case of postal funds. If a registered remittance is not received, a report shall also be made to the inspector in charge of the division where the post office is located.

Temporary Deposits

47. *In national or State banks.*—Any postmaster who has public money belonging to the Government and is at an office in a city or town where there is no designated depository, may deposit the same, temporarily at his own risk and in his official capacity, in any national or State bank in the State in which the postmaster resides, or in which his office is located, or within a reasonable radius of his post office in an adjacent State; but no authority or permission is given for the payment to or receipt by a postmaster or any other person, of interest, directly or indirectly, on any deposit made as herein described. There is no appropriation from which bank service charges may be paid.

In places where a depository has been designated by the Treasury Department, such bank shall be used to the exclusion of all others in making temporary deposits of postal funds.

Temporary deposits of funds do not relieve postmasters from making regular remittances of surplus funds as provided in articles 33 to 35 of this chapter.

48. *Account in which deposited.*—Temporary deposits of postal funds shall not be carried in a personal account of the postmaster but shall be deposited in an account in the name of "Post Office Department, by -----, Postmaster."

49. *Reconciling bank accounts.*—At least once each quarter every postmaster carrying a checking account in a local bank shall obtain from the bank, a statement of his checking account, verify the balance on deposit, and ascertain what checks drawn by him on such account remain unpaid.

50. *Accounting for and disposition of funds representing unpaid checks.*—The amounts of all checks drawn by postmasters on local banks remaining unpaid one full fiscal year (the fiscal year being July 1 to June 30, both dates inclusive) after the dates thereof, shall be withdrawn and taken up in the postal account for the June quarter ending such full fiscal year under the receipt item "Outstanding Liabilities—Postal Service Checks," and deposited as surplus postal funds. A list of such checks shall be forwarded in duplicate with the postal account, together with any such checks which have been returned as undeliverable, uncalled

for, etc. The list shall give the number and date of check, name and address of payee, by whom drawn, on what bank, for what purpose, and amount. A copy of such list shall be retained by the postmaster as part of his office records, and a copy shall be furnished the bank with a notice to stop payment on the checks listed.

51. *Accounting for outstanding checks when change in postmasters occurs.*—When a change in postmasters occurs, the outgoing postmaster shall verify all checking accounts on local banks and prepare a list of all outstanding checks including those of his predecessor or predecessors as of that date. This list shall be turned over to his successor. The total amount represented by the outstanding checks shall be entered on each of the four parts of the transfer certificate under the caption "Outstanding checks drawn on local banks." The incoming postmaster shall preserve the list of outstanding checks and subsequently take the same action thereon as provided in article 50 of this chapter for his own checks. The balance in the bank account to cover outstanding checks should be transferred to the incoming postmaster.

52. *Payment of invalid checks.*—When a local bank check the amount of which has been carried to "Outstanding Liabilities—Postal Service Checks," is presented for payment, the payee or owner claiming payment thereof shall be instructed to forward the check and his claim to the General Accounting Office, Claims Division, Washington 25, D. C., for settlement.

53. *Use of safety deposit boxes.*—Any public funds and property in the custody of a postmaster may, at his own risk and expense, be placed by him for safekeeping, in any bank located in the town, city, or county in which he resides. Provided such funds and property are kept in a receptacle under the postmaster's exclusive control, and the receptacle placed in a safe-deposit vault of such bank, or otherwise entrusted to the bank for safekeeping. Under no circumstances shall such funds or property be used by the bank or become part of its assets, or be mingled with its regular deposits. Nothing in this article shall be so construed as to affect the claim of any postmaster to credit or reimbursement on account of loss resulting from burglary, fire, or other unavoidable casualty.

Treatment of Deposits by Depository Postmasters

54. *Opening and verifying deposits.*—All remittances received at depository and all other offices operating opening units shall be opened in the opening unit as prescribed in Chapter XXIII, articles 7 to 15. If any discrepancy is found in the amounts, it shall be brought to the attention of the supervisor in charge of the unit immediately and noted on the letter and envelope over the initials

of both the opening employee and of the supervisor. If the discrepancy is other than minor, or there is evidence of rifling or serious irregularity, or if after correspondence with the remitting postmaster minor discrepancies cannot be adjusted satisfactorily, a report together with all related papers shall be sent to the post office inspector in charge, and the remitting postmaster advised to file a claim in accordance with article 18 of this chapter.

Whenever a postmaster fails to forward a remittance on the same day the remittance letter is dated or it is evident from the registry records or the time in transit that a remittance was not actually made on the date named in the letter, or when a remittance or the letter accompanying the same is not prepared in accordance with the instructions in articles 41 and 42 of this chapter, the postmaster of the depositary office shall direct the attention of the offending office to the irregularities involved, with a view to corrective action. Where an office is guilty of repeated offense of the same character the postmaster of the depositary office shall report the facts to the post office inspector in charge.

55. Notice of errors in deposits.—Postmasters making remittances shall in all cases be notified promptly by the depositary of any errors in the same and such errors shall be clearly specified; but no portion of a deposit shall be returned, except that imperfect money orders, redeemed savings stamps, negotiable paper, or similar items which cannot be credited in the form submitted may be returned for necessary corrections, endorsements, and so forth. The amount of the certificate of deposit shall be reduced accordingly.

56. Counterfeit money in remittances.—When a remittance contains any apparently counterfeit notes or coins, they shall be submitted to the nearest field office of the Secret Service Division of the Treasury Department with a brief statement of facts. (See art. 29 of this chapter.)

57. Accounting for deposits.—Postmasters at depositary post offices shall keep accurate accounts of all remittances received.

The amount of all deposits which reach depositary post offices during business hours shall appear in the account for that day.

58. Issuing certificates of deposit.—A certificate of deposit shall be issued and mailed on the day the deposit is received. (See ch. XVI, article 163, for money order funds.)

When a remittance is less or more than the amount stated in the remittance letter, certificates shall be issued for the actual amount of the deposit.

When it is found that a certificate has been issued for an amount less than the deposit, an additional certificate shall be issued for the difference.

When it is found that a certificate has

been issued for an amount in excess of the actual amount of the deposit, the incorrect certificate shall be recalled and a certificate for the correct amount issued in lieu thereof.

When one postmaster makes a remittance for another, the certificate shall be issued in the name of the postmaster for whom the deposit is made.

Certificates shall not include deposits covering different quarters. Separate certificates shall be issued specifying the quarters or periods within a quarter for which deposit is made.

59. Deposits treated as receipts.—All deposits shall be treated in the same manner as the regular receipts of the depositary post office, and when necessary to meet the authorized expenditures of the office may be used for that purpose.

NOTE.—The instructions concerning depositaries for postal funds apply to depositaries for money order funds, except where they apply specifically to postal funds, and as provided in chapter XVI, articles 162 to 165, relating to money order depositaries. These distinctions must be observed carefully.

DISBURSEMENT OF PUBLIC FUNDS

60. The law provides that: "The salary of a postmaster, and such other expenses of the Postal Service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster General."

Postmaster To Act as Disbursing Officer

61. Postmasters at all money order offices shall act as disbursing postmasters for the payment of salaries of officers and employees of the Postal Service, and for the payment of such other amounts as may be specifically authorized by the Post Office Department.

The payments made by a postmaster for the regular expenses of his office are made in his capacity as postmaster, but those which do not relate to the business of his office are made in his capacity as disbursing officer under the above authority. Postmasters are liable on their official bonds for such disbursements.

Payments by Cash or Local Bank Checks

62. Payments shall be made regularly in cash, but postmasters who maintain temporary deposits in national banks, State banks, or trust companies may make authorized payments by means of checks drawn upon such banks whenever it can be done without expense to the Post Office Department.

The regular forms of checks issued by the bank where the deposit is maintained may be used. The signature of the postmaster shall always be followed by his official title.

Payment by Treasury Checks

63. Postmasters at offices having receipts of \$600,000 or more per annum and who have been specially authorized shall make authorized payments by checks drawn on the Treasurer of the United States.

(See ch. XIV, art. 141, for disposition of undeliverable Treasury checks returned to the postmaster.)

Funds Used to Pay Salaries and Expenses at First-Class Offices

64. At first-class offices not authorized to use Treasury checks payment shall be made from available postal funds. Whenever the postal funds are not sufficient to make authorized payments, transfers should be made from the money order to the postal account. If the available postal and money order funds combined are insufficient for this purpose, a check drawn against an authorized money order credit (symbol 48-050) with the Treasurer of the United States may be used to provide the amount needed. Such transactions shall be recorded as transfers from the money order account to the postal account. Instructions relative to obtaining a money order credit on the Treasurer of the United States will be found in chapter XVI, article 155.

Funds Used to Pay Salaries and Expenses at District Offices

65. When the receipts of district offices from sources other than the sale of stamps are insufficient to meet authorized expenses, postmasters having a money order credit (symbol 48-050) with the Treasurer of the United States shall secure the required funds by drawing a check on the credit and charging themselves therewith in the accounts. Postmasters who cannot convert such checks into cash without the payment of a fee and those who are not provided with a money order credit may retain such sums as may be required to meet any authorized disbursement anticipated to be made within 15 days, except at the close of each quarter. Postmasters at district offices not provided with a money order credit with the Treasurer of the United States may secure funds, if required, on application to the central accounting postmaster, using Form 1847. Cash received from the central accounting postmaster during the quarter shall be charged in the post office account and cash book and in the quarterly account. To avoid delay in paying the expenses of his office, a district postmaster may withdraw temporarily from the postage stamp fixed credit funds an amount which, with the receipts from other sources, will be sufficient to meet the expenses. Pending receipt of funds from the central accounting postmaster, a receipt or voucher for the amount withdrawn from the postage stamp fixed credit funds must be carried in the

postage stamp fixed credit account until the money is replaced.

Payment of Salaries and Travel Allowance to P. T. S. Employees

66. *Payment by postmaster at division headquarters.*—Payment of salaries and travel allowance to all officials and employees of the respective divisions of the Postal Transportation Service shall be made by postmasters at division headquarters of that service by check drawn on the Treasurer of the United States upon semimonthly certifications by general superintendents, Postal Transportation Service.

67. *Certification of service performed and travel allowance earned.*—District superintendents of the Postal Transportation Service shall, as soon as practicable after the 15th and last day of the month, make semimonthly reports to their general superintendents certifying service performed by all employees assigned to their districts. They shall show separately, in time values only, leave without pay, night work and overtime, and travel allowance earned. These certifications are to be made in accordance with instructions issued by the Department. General superintendents shall make all computations in accordance with the Department's salary and travel allowance tables. General superintendents shall submit the semimonthly pay sheets showing the names of the employees and the amounts to be paid, to paying postmasters not later than the 7th and 22d days of the month, or not later than the following day when the 7th or 22d day falls on a Sunday or holiday.

On the resignation, transfer, suspension, or removal of a Postal Transportation Service employee final settlement shall be deferred until all mail keys, records, and other property of the Department have been turned over to the district or general superintendent. In the case of removal, final payment shall not be certified until information has been received from the Department that all claims of the Government against the clerk have been satisfied.

68. *Correction of overpayments and underpayments.*—Overpayments and underpayments to employees shall be adjusted by general superintendents in subsequent semimonthly pay rolls. When an overpayment has been made that cannot be adjusted within the quarter in which the service was performed, the general superintendent shall make collection from the employee involved and furnish a receipt therefor. The amount should be turned over to the disbursing postmaster and a receipt obtained from him. The disbursing postmaster should charge this amount in his next postal account with a suitable explanation. When a general superintendent calls upon an employee for a refund covering overpayment and such refund cannot be collected, the

matter shall be reported to the Bureau of Transportation, Division of Highway and Contract Transportation for collection of the amount overpaid.

69. Record of checks issued.—The number of the Treasury check shall be entered on the semimonthly pay sheets opposite the employee's name, and copies of such sheets shall be retained in lieu of check stubs.

70. Disposition of checks.—Checks shall be mailed in window envelopes in accordance with the addresses furnished by the general superintendent and within 24 hours, exclusive of Sundays and holidays, after receipt of pay sheets from the general superintendent; however, when requested by general superintendents, postmasters may turn checks over to them for distribution to clerks.

DUPLICATE TREASURY CHECKS

Drawn by Post Office Department

71. Application for a duplicate of a lost, stolen, or destroyed Treasury check drawn by the Post Office Department shall be addressed to the Bureau of Finance, Division of Postal Finance, except that where the check was drawn against postal savings funds the application shall be sent to the Bureau of Finance, Division of Postal Savings Banking and Investment.

The application shall be signed by the payee, and show the time, place, and all the circumstances attending the loss or destruction of the check, its number, date, and amount in whose favor it was issued, and if assigned, to whom, with any other material particulars within the knowledge of the applicant.

Drawn by Postmaster

72. Money order checks.—Postmasters will forward to the Bureau of Finance, Division of Money Orders, applications for duplicates of lost, stolen, or destroyed checks drawn on their money order credit, and will await instructions from that office as to procedure.

73. Other Treasury checks.—If a check drawn by a postmaster on the Treasurer of the United States is lost, stolen, or destroyed, the issuing postmaster shall forward to the Treasurer a full description of the check and request that payment thereof be stopped, giving the specific reason for the request. If loss or nonreceipt is alleged, all correspondence relating to the matter shall accompany the request. If there is no correspondence, a short statement of the facts, bearing the signature and address of the payee, shall be furnished if possible. If the check was received and later lost, he shall state whether he had endorsed it. If endorsed in blank that fact must be clearly stated. The postmaster shall state that his records show the check to be unpaid,

and shall give the period covered by the last statement of paid checks received from the Treasurer. If a check on which stop payment has been requested is later recovered, the Treasurer shall be notified promptly as payment will not be made until the original stoppage is formally withdrawn.

After stopping payment on the original check, the postmaster shall require the applicant to execute bond of indemnity Form 3017-A, unless the amount of the check is \$100 or less and the payee was at the time of making application an officer or employee of the Post Office Department by contract, designation, or appointment, in which case he shall execute affidavit Form 3018-A in lieu of bond Form 3017-A.

When application is made and bond of indemnity or affidavit executed by someone other than the payee of the original check, such papers must be accompanied with a statement from the original payee on Form 3026 showing that the check was assigned by him. In cases where application is made and bond of indemnity or affidavit executed by the payee of the check and the correspondence indicates that the check was assigned by the original payee, a release of such assignment must be made by the assignee on Form 3027. No erasures are allowed on bonds of indemnity and affidavits; therefore, all material information should be filled in by the issuing postmaster before they are sent to applicants.

Upon receipt of the required form, the postmaster shall prepare a duplicate of the lost check (which must be identical in every particular with the original) and transmit it, together with all the papers in the case, to the Bureau of Finance, Division of Postal Finance, for approval. When a duplicate of an assigned check is prepared on the application of the assignee and the assignee executed the bond of indemnity or affidavit, the duplicate check should be endorsed across the face with red ink in the following manner: "Pay to the order of -----, Assignee, in the amount of the original check, -----, Postmaster at -----." This endorsement must be signed by the postmaster or in his name by an employee authorized to sign checks for him.

After approval by the Department of the bond of indemnity or affidavit, the duplicate check will be returned to the issuing postmaster for transmittal to the payee, and the bond of indemnity or affidavit and other papers in the case will be filed in the Office of the Bureau of Finance, Division of Postal Finance.

The forms above referred to may be executed before any postmaster without cost. They, and Form 3014-A containing instructions on their execution, may be obtained by requisition on the Bureau of Finance, Division of Postal Finance.

REFUNDS OF POSTAGE

Domestic Mail

74. The postmaster at the office where paid may, upon proper authorization by the Department, refund any postage paid on domestic matter for which service is not rendered, or paid in excess of the proper rate. Applications for authority to make refunds shall be addressed to the Bureau of Finance as follows: Division of Letter and Miscellaneous Mail, if they relate to ordinary mail of the first, third, and fourth classes; Division of Newspaper and Periodical Mail, if they relate to second-class matter; Division of Registered, Insured, and C. O. D. Mail, if they relate to registered, insured, or c. o. d. mail. Applications for refunds shall be accompanied with a full statement of the facts, and, when possible, the envelope or wrapper in which the matter was mailed. Postmasters shall not make refunds until instructed to do so by the Department. Upon receipt of instructions to make a refund, a postmaster shall pay the amount authorized out of the postal receipts in his possession. The person to whom the payment is made shall receipt therefor in duplicate on Form 3533, which form will accompany the Department's instructions. At those offices authorized to make payment by Treasury check the number and date of the check shall be placed on the receipt by the postmaster in lieu of obtaining the person's signature. The "original" receipt shall accompany the quarterly postal account in which credit for the amount of the refund is claimed and the "duplicate" shall be retained in the post office files.

International Mail

75. (a) Applications for refund of postage on mail of United States origin addressed to a foreign country must be accompanied, whenever possible, with the portion of the envelope or wrapper showing the names and addresses of the sender and addressee, date of mailing, the amount of postage and fees (if any) paid, all postal endorsements, particularly the reason for the return of the matter and Form 2922 in the case of parcel post. The patron shall also be requested to submit a statement showing whether the mailing was made with or without consulting the postal service.

(b) If the application is for \$100 or more, or where no supporting envelope or wrapper with the postage stamps or meter impression affixed can be furnished by the patron, the application, accompanied with a full statement of the basis for the refund application, shall be forwarded to the Bureau of Transportation, Division of International Service, Washington 25, D. C.

Payment must be withheld in such instances until authorized by the Bureau of Transportation.

(c) Applications for less than \$100, supported as provided in paragraph (a), filed at offices having gross receipts of \$600,000 or more, shall be examined and, where warranted, Form 2995 executed in duplicate and the amount refunded. Applications for less than \$100, supported as provided in paragraph (a), filed at offices having gross receipts of less than \$600,000, shall be forwarded as follows:

To Postmaster, New York, N. Y., by post offices in—

Alabama	New Hampshire
Connecticut	New Jersey
Delaware	New York
Florida	North Carolina
Georgia	Pennsylvania
Kentucky	Rhode Island
Maine	South Carolina
Maryland	Tennessee
Massachusetts	Vermont
Mississippi	Virginia
West Virginia	

To Postmaster, Chicago, Ill., by post offices in—

Arkansas	Missouri
Illinois	Nebraska
Indiana	North Dakota
Iowa	Ohio
Kansas	Oklahoma
Louisiana	South Dakota
Michigan	Texas
Minnesota	Wisconsin

To Postmaster, San Francisco, Calif., by post offices in—

Alaska	Nevada
Arizona	New Mexico
California	Oregon
Colorado	Utah
Idaho	Washington
Montana	Wyoming

To Postmaster, San Juan, P. R., by post offices in—

Puerto Rico	Virgin Islands
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To Postmaster, Honolulu, T. H., by post offices in—

Canton Island	Hawaii
Guam	Samoa

Postmasters at the five offices listed above will review the applications received from offices in their areas, and, when warranted, authorize refunds on Form 2995. These postmasters will send the completed Form 2995 in duplicate to the postmaster who will pay the refund; all other papers in the case will be filed at the office authorizing the refund.

(d) In computing allowable postage refunds under this authority postmasters shall make 100-percent refunds except as follows:

No refunds shall be made of amounts of less than 10 cents.

A 10-percent deduction shall be made when the postal service is not at fault for the return of the article to the sender, such as cases of improper packing or enclosing; depositing articles directly in the postal service without consulting a postal employee as to weight, size, postage, and mailability of contents; or requesting withdrawal of an article.

No refund of registry and insurance fees shall be made, unless the fees were not properly collectible in the first place. When parcels are erroneously insured and registry service is in effect, the minimum registry fee shall be deducted from the refund, provided dutiable articles are accepted in the regular mails to the country of address.

The amount which may be refunded on articles prepaid at air-mail rates but actually conveyed by surface means with resultant delay in delivery is the difference between air and surface postage rates. The fact that surface dispatch was used must be confirmed through the proper exchange office.

Particular attention must be given to processing partial or incomplete meter impressions, as these impressions are not good for ordinary postage, and no refund shall be made thereon.

(e) When completing Form 2995 to cover refunds at their own offices, postmasters shall insert the name of their post office after the word "Postmaster" in the heading of the form; the "Authorizing Official" will be the postmaster, assistant postmaster, employee in charge of refund work, or other responsible employee designated by the postmaster; the balance of the form shall be completed as indicated on the form and the space for "P. O. D. File No." shall be ignored.

Postmasters at Chicago, Honolulu, New York, San Francisco, and San Juan, when completing Form 2995 to authorize refunds at other post offices in their service areas shall address the form to the postmaster who will pay the refund. The space for "P. O. D. File No." shall be used for the file number of the authorizing office; all other entries covering reference, date, amount, and payee's name and address shall be completed; and an authorizing official, as noted above, shall sign the form.

(f) All refund payments shall be made out of postal receipts in possession of the postmaster. The person to whom payment is made shall receipt therefor in duplicate on Form 2995. At offices authorized to make payments by Treasury checks, the number and date of the check shall be placed on the receipt in lieu of the person's signature. The "original" receipt shall accompany the quarterly postal account in which credit for the amount of the refund is claimed and the "duplicate" shall be retained in the files of the paying office.

(g) Postmasters will make refunds, in the same manner, of fees collected for international return receipts when such receipts or their equivalent are not obtained because of some fault of the postal service.

DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE OF POSTMASTERS

Inventories

76. Whenever a change of postmasters occurs, inventories shall be made of the public property in the post office. The several classes of property shall be listed separately as follows:

(a) Postage stamps, books of stamps, coils of stamps, special-delivery stamps, special-handling stamps, postage due stamps, stamped envelopes, postal cards, international reply coupons, internal revenue stamps, migratory-bird hunting stamps, and United States savings stamps.

(b) Money-order funds and blank forms; postal-savings funds and accountable stock, including blank certificates; and United States saving bond funds and blank savings bonds.

(c) All other public property including mail keys, mechanical machines and firearm equipment, furniture and equipment belonging to or leased by the United States, post office records, copies of the Postal Laws and Regulations, the Post Office Manual, and the Official Postal Guide, postmarking and dating stamps and ink and pads therefor, unused printed forms and blank books, and all other supplies.

When a change of postmasters occurs, the outgoing postmaster shall deliver to the incoming postmaster all of the accountable items on hand in accordance with the inventories as specified above, and complete certificates on appropriate forms which will be provided for the purpose. The certificates when completed shall be signed by both outgoing and incoming postmasters, detached and forwarded as indicated on the various forms. Receipts for public property or items not listed on the transfer certificates shall be retained in the files of the post office.

An incoming postmaster at a third- or fourth-class post office shall render to the outgoing postmaster receipt in duplicate on Form 1087 for all undelivered registered, insured, and c. o. d. articles on hand. The original receipt shall be delivered to the outgoing postmaster and the duplicate retained for the files of the office. Report shall be made to the Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail, of any irregularities noted in connection with undelivered registered, insured, and c. o. d. articles turned over by the outgoing postmaster. Listing of registered, in-

sured, and c. o. d. mail on Form 1087 is not necessary at first- and second-class offices in connection with receipts between incoming and outgoing postmasters.

When an office is discontinued, the above inventories shall be made and the property and supplies delivered to the postmaster designated by the Department to receive them. Duplicate receipts shall be given, which shall be treated as provided in the case of a change of postmasters. Property and supplies shall not be returned to the Department, but the postmaster designated to receive the property shall forward the mail keys by registered mail to the Bureau of Facilities, Division of Mail Equipment Shops, together with a letter giving the name of the discontinued office, the county and State in which located, and the numbers stamped on the mail keys which are enclosed.

Funds

77. When a postmaster at a first-class post office goes out of office, the full amount of postal funds due to the Government, according to his own account, and without waiting to ascertain the exact balance on a final settlement by the auditing office, shall be deposited with his designated depository and not transferred nor paid to his successor. At first-class post offices, except central accounting, the outgoing postmaster shall turn over to his successor all internal-revenue, migratory-bird hunting and United States

savings stamp supplies on hand and cash sufficient to make up the amount of the fixed credits charged to his office. He shall render final reports in the United States savings bond accounts showing stock and cash transferred to the incoming postmaster. At central accounting post offices the outgoing postmaster shall render final reports in these accounts showing stock and cash turned over to his successor.

When a postmaster at a second-, third-, or fourth-class post office goes out of office, he shall turn over to his successor all postage, internal-revenue, migratory-bird hunting, and savings stamp supplies on hand and cash sufficient to make up the amount of the fixed credits charged to his office. He shall also forward to his central accounting postmaster all funds due the Government to balance his final postal account, except that any authorized postal reserve fund may be transferred to the incoming postmaster, and shall render a United States savings bond account showing accountable stock and cash transferred to his successor.

Key-deposit funds, advance deposits, or any funds held by a postmaster in trust (not as a part of the regular funds of the office) shall be transferred to his successor who shall give him a receipt therefor.

(See ch. XVI, arts. 179 to 181, for transfer of money order funds; ch. XVII, arts. 57 and 58, for transfer of postal savings funds; and ch. XXIV, art. 2, for divided accounts.)

CENTRAL ACCOUNTING POST OFFICES AND TERRITORY SERVED

78.

<i>Central accounting post offices</i>	<i>Territory served</i>
Birmingham, Ala.	Alabama.
Seattle, Wash.	Alaska.
Phoenix, Ariz.	Arizona.
Little Rock, Ark.	Arkansas.
San Francisco, Calif.	California.
Denver, Colo.	Colorado.
New Haven, Conn.	Connecticut.
Wilmington, Del.	Delaware.
Jacksonville, Fla.	Florida.
Atlanta, Ga.	Georgia.
Honolulu, Hawaii.	Hawaii.
	Samoa.
Boise, Idaho.	The following counties of Idaho: Ada, Adams, Bannock, Bear Lake, Bingham, Blaine, Boise, Bonneville, Butte, Camas, Canyon, Caribou, Cassia, Clark, Custer, Elmore, Franklin, Fremont, Gem, Gooding, Jefferson, Jerome, Lemhi, Lincoln, Madison, Minidoka, Oneida, Owyhee, Payette, Power, Teton, Twin Falls, Valley, Washington. See Spokane, Wash., for other counties of Idaho.
Chicago, Ill.	Illinois.
Indianapolis, Ind.	Indiana.
Des Moines, Iowa.	Iowa.
Topeka, Kans.	Kansas.
Louisville, Ky.	Kentucky.
New Orleans, La.	Louisiana.
Portland, Maine.	Maine.
Baltimore, Md.	Maryland.

<i>Central accounting post offices</i>	<i>Territory served</i>
Boston, Mass	Massachusetts.
Detroit, Mich	The following counties of Michigan: Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Lenawee, Livingston, Macomb, Manistee, Mason, Mecosta, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Saint Clair, Saint Joseph, Sanilac, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford.
Marquette, Mich	The following counties of Michigan: Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft.
Minneapolis, Minn	Minnesota.
Vicksburg, Miss	Mississippi.
Kansas City, Mo	The following counties of Missouri: Andrew, Atchison, Barry, Barton, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Cedar, Chariton, Christian, Clay, Clinton, Cooper, Dade, Daviess, De Kalb, Douglas, Gentry, Greene, Grundy, Harrison, Henry, Hickory, Holt, Howard, Howell, Jackson, Jasper, Johnson, Lafayette, Lawrence, Linn, Livingston, McDonald, Mercer, Moniteau, Morgan, Newton, Nodaway, Oregon, Ozark, Pettis, Platte, Polk, Putnam, Ray, Saint Clair, Saline, Stone, Sullivan, Taney, Texas, Vernon, Worth.
Saint Louis, Mo	The following counties of Missouri: Adair, Audrain, Bollinger, Boone, Butler, Callaway, Camden, Cape Girardeau, Carter, Clark, Cole, Crawford, Dallas, Dent, Dunklin, Franklin, Gasconade, Iron, Jefferson, Knox, Laclede, Lewis, Lincoln, Macon, Madison, Maries, Marion, Miller, Mississippi, Monroe, Montgomery, New Madrid, Osage, Pemiscot, Perry, Phelps, Pike, Pulaski, Ralls, Randolph, Reynolds, Ripley, Saint Charles, Sainte Genevieve, Saint Francois, Saint Louis, Schuyler, Scotland, Scott, Shannon, Shelby, Stoddard, Warren, Washington, Wayne, Webster, Wright.
Helena, Mont	Montana.
Omaha, Nebr	Nebraska.
Reno, Nev	Nevada.
Concord, N. H.	New Hampshire.
Newark, N. J.	New Jersey.
Albuquerque, N. Mex. . . .	New Mexico.
New York, N. Y.	New York.
Charlotte, N. C.	North Carolina and South Carolina.
Fargo, N. Dak	North Dakota.
Cincinnati, Ohio	The following counties of Ohio: Adams, Allen, Athens, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Defiance, Delaware, Fairfield, Fayette, Franklin, Fulton, Gallia, Greene, Hamilton, Hancock, Hardin, Henry, Highland, Hocking, Jackson, Lawrence, Licking, Logan, Lucas, Madison, Marion, Meigs, Mercer, Miami, Montgomery, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Williams, Wood, Wyandot.
Cleveland, Ohio	The following counties of Ohio: Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Erie, Geauga, Guernsey, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Portage, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Washington, Wayne.
Oklahoma City, Okla	Oklahoma.
Portland, Oreg	Oregon.

<i>Central accounting post offices</i>	<i>Territory served</i>
Philadelphia, Pa.	The following counties of Pennsylvania: Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York.
Pittsburgh, Pa.	The following counties of Pennsylvania: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, Westmoreland.
San Juan, P. R.	Puerto Rico and the Virgin Islands.
Providence, R. I.	Rhode Island.
Charlotte, N. C.	South Carolina and North Carolina.
Sioux Falls, S. Dak.	South Dakota.
Nashville, Tenn.	Tennessee.
Austin, Tex.	The following counties of Texas: Angelina, Aransas, Atascosa, Austin, Bandera, Bastrop, Bee, Bell, Bexar, Blanco, Brazoria, Brazos, Brewster, Brooks, Burleson, Burnet, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Concho, Coryell, Crane, Crockett, DeWitt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris, Hays, Hidalgo, Houston, Irion, Jackson, Jasper, Jeff Davis, Jefferson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, Lampasas, LaSalle, Lavaca, Lee, Leon, Liberty, Live Oak, Llano, McCulloch, McMullen, Madison, Mason, Matagorda, Maverick, Medina, Menard, Milam, Montgomery, Nacogdoches, Newton, Nueces, Orange, Pecos, Polk, Presidio, Reagan, Real, Refugio, Robertson, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Shelby, Starr, Sterling, Sutton, Terrell, Tom Green, Travis, Trinity, Tyler, Upton, Uvalde, Valverde, Victoria, Walker, Waller, Washington, Webb, Wharton, Willacy, Williamson, Wilson, Zapata, Zavala.
Dallas, Tex.	The following counties of Texas: Anderson, Andrews, Archer, Armstrong, Bailey, Baylor, Borden, Bosque, Bowie, Briscoe, Brown, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Cooke, Cottle, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, El Paso, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Glasscock, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hudspeth, Hunt, Hutchinson, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamar, Lamb, Limestone, Lipscomb, Loving, Lubbock, Lynn, McLennan, Marion, Martin, Midland, Mills, Mitchell, Montague, Moore, Morris, Motley, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Red River, Reeves, Roberts, Rockwall, Runnels, Rusk, Scurry, Shackelford, Sherman, Smith, Somervell, Stephens, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Upshur, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Winkler, Wise, Wood, Yoakum, Young.
Salt Lake City, Utah.	Utah.
Burlington, Vt.	Vermont.
Richmond, Va.	Virginia.
San Juan, P. R.	Virgin Islands and Puerto Rico.

<i>Central accounting post offices</i>	<i>Territory served</i>
Seattle, Wash.....	Alaska. The following counties of Washington: Chelan, Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Skamania, Snohomish, Thurston, Wahkiakum, Whatcom, Yakima.
Spokane, Wash.....	The following counties of Idaho: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone. The following counties of Washington: Adams, Asotin, Benton, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman.
Charleston, W. Va.....	The following counties of West Virginia: Boone, Braxton, Cabell, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Kanawha, Lincoln, Logan, McDowell, Mason, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Putnam, Raleigh, Roane, Summers, Wayne, Webster, Wirt, Wood, Wyoming.
Wheeling, W. Va.....	The following counties of West Virginia: Barbour, Berkeley, Brooke, Doddridge, Grant, Hampshire, Hancock, Hardy, Harrison, Jefferson, Lewis, Marion, Marshall, Mineral, Monongalia, Morgan, Ohio, Pendleton, Pleasants, Preston, Randolph, Ritchie, Taylor, Tucker, Tyler, Upshur, Wetzel.
Milwaukee, Wis.....	Wisconsin.
Cheyenne, Wyo.....	Wyoming.

CHAPTER XXIII

Financial Operations, Two-Division Offices

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1. The instructions contained in this chapter will govern the organization and conduct of financial operations at those post offices where the postmaster has been authorized to operate under the two-division plan. Postmasters are directed to see that these instructions are complied with, and that no changes are made in the methods outlined without first securing Departmental approval.

RESPONSIBILITY

General

2. (a) The assistant postmaster, general superintendent of finance, superintendents in charge of the postal finance and money order sections, auditor, and station examiners will be held responsible in the event of embezzlement of funds for any failure on their part to use proper diligence in checking accounts or failure to see that these instructions are complied with.

(b) The postmaster is in no way relieved of his responsibility by reason of these instructions. He shall report to the inspector in charge of the division in which his office is located every instance of shortages in any fund or account wherein there exists a doubt that the shortage is due to errors.

(c) All instances of discrepancies between postmarks and date of remittance letters and all instances of failure to remit or of delayed or irregular remittances of funds should be taken up ordinarily with

the office or station at fault, but persistent failure or irregularities of district postmasters should be reported to the inspector in charge of the division in which the office is located. If the circumstances indicate the advisability of such action, the matter should be reported to that official without first corresponding with the postmaster at fault. Central accounting postmasters should give special attention to the final remittances received from district offices at the close of each quarter to detect any indication that funds received during the new quarter are being used to balance the account of the previous quarter. Such disclosures should be reported to the proper inspector in charge immediately.

Assistant Postmaster

3. The assistant postmaster will assist the postmaster in all matters relating to the general supervision of the forces. He will have direct charge of the expenditures for auxiliary service throughout the post office. Forms 023-A, B, C, and D will be kept, and Forms 024 and 024-CD prepared, by him or under his immediate supervision. He will carefully review all requests for allowances and will be held responsible for the proper allotment of allowances to sections and to the several periods of the quarter and the accurate preparation of Forms 023-SAB, 023-SC, and 024-A. He will review such important correspondence passing between the Department and the post

office as the postmaster may assign to him. He will see that all departmental instructions are given proper attention and take such steps as are necessary to follow up such instructions to insure strict compliance by all concerned. The assistant postmaster will supervise the work of station examiners, and see that this work is properly handled and kept current. At offices where the postal revenues are less than \$7,000,000 per annum, the assistant postmaster will assign the work to be performed by station examiners from day to day. At offices where the postal revenues are \$7,000,000 per annum and upward, the day to day assignments will be made by the chief station examiner. The assistant postmaster will supervise the work of the auditor and exercise general supervision over the custodial service.

DIVISION OF FINANCE

Duties

4. The work of the division of finance shall include the making of requisitions on the Department for stamped paper, postal savings certificates, savings stamps, and savings bonds; the sale of stamped paper and savings bonds, the sale and redemption of savings stamps, and the issue and payment of money orders and postal savings certificates; the receipt and disbursement of all funds; the keeping of necessary records and accounts in connection therewith, including all time and pay records, and the preparation of all required financial reports.

Supervision and Organization

5. The division will be in the general charge of the assistant postmaster at offices where the postal revenues are between \$500,000 and \$7,000,000 per annum, and the general superintendent of finance at offices where postal revenues are \$7,000,000 or more per annum. They will exercise general supervision over all matters pertaining to financial transactions, including supervision of contract stations and the supply section, and, with their subordinate officers, will be held directly responsible for all funds and accountable stock. There shall be two sections within the division, a postal finance section and a money order section, each in charge of a superintendent. It will be the duty of the assistant postmaster or the general superintendent of finance, in cooperation with these officials, to see that organization is such that individual responsibility will be fixed for every phase of the work of the division.

Postal Finance Section

6. **Supervision.**—The superintendent of the postal finance section will have supervision over the opening of all remittances of funds received from other postmasters,

and from stations and branches of his own office. He will also supervise the preparation of the postal and related accounts, and the savings stamp, migratory-bird hunting stamp, and documentary internal revenue stamp schedules.

Opening Units

7. **Opening remittances.**—(a) The opening of remittances should be under the immediate charge of a qualified supervisor in the division of finance, and will be centralized in one place. The supervisor must remain in the area where opening units are located during the time that remittances are being opened, and will be responsible for determining that prescribed procedures are followed.

(b) All official remittances which may be identified as such must be opened by an opening unit. Whenever any employee designated to open mail in the postmaster's office finds, upon opening, that a piece of mail contains a remittance of funds from another postmaster, or from a station or branch of the main office, he will deliver the opened remittance to the supervisor in charge of the remittance units. If the work of the units has been completed for that day, the remittance will be held in the postmaster's safe for delivery to the supervisor in charge of the remittance units the following morning.

(c) An opening unit shall consist of one clerk, as many units being used as may be necessary to open remittances in time to permit the filling of requisitions and deposit of funds the same day as opened. The opening clerk will receipt for the registered remittances. He will open each remittance separately. Immediately upon opening the envelope, he will count the funds and compare the total found with the total shown on the remittance letter. If the amount found agrees with the total listed on the remittance letter, report, or requisition, that ends the individual transaction. If a discrepancy in amount is discovered, the opening clerk will immediately call it to the attention of the supervisor in charge and endorse that fact on the remittance letter, report, or requisition over the initials of both the clerk and supervisor.

8. **Examination of paid money orders and checks.**—Examination of paid money orders in the opening units shall be confined to a determination that the total value thereof as shown by Forms 1841, 1841-A, or the adding machine tape agrees with the corresponding item on the remittance letter. The paid orders shall be securely attached (except by stapling or any other manner that will mutilate the orders) to the related list submitted by the remitting office, station, or branch so that the group of paid orders will reach the money order section intact. Examination of checks received in

remittances shall be limited to a determination that they are endorsed to show the office, station, or branch from which received and that the total thereof is in agreement with the corresponding amount on the remittance letter.

9. Redeemed stock.—Redeemed stamp stock and stamped paper shall be delivered direct to the wholesale stamp clerk for verification in all cases where the contents of the envelope or parcel are clearly identified on the outside. Where redeemed stamp stock is found in remittances the supervisor in charge of the opening unit shall determine whether the amount of such stock makes it advantageous for the opening clerk to make verification or whether it should be turned over directly to the wholesale stamp clerk for verification.

10. Discrepancies.—The supervisor in charge of the remittance opening unit shall determine all circumstances in connection with each discrepancy reported by an opening clerk, and where the opening clerk appears to have followed prescribed procedures the certificate of deposit shall be furnished or the stock shipped to the value of the remittance as determined by the opening clerk and the remitting postmaster advised accordingly. Where the remitting postmaster is unable to reconcile his accounts accordingly and submits written objection to a shortage in a remittance, the central accounting postmaster shall notify the inspector in charge and advise the remitting postmaster to file a claim in accordance with the provisions of chapter XXII, articles 10 to 23. A certificate of deposit or an amount of stamp stock or cash equivalent to the loss claimed by the district postmaster shall then be furnished to the remitting postmaster on emergency claim pending receipt which shall be carried in the accounts of the central accounting postmaster in the regular manner.

11. Endorsement of remittance letter.—The opening clerk shall stamp the date of opening and place his initials on the remittance letters, reports, or requisitions accompanying the remittances. He shall examine postmarks on envelopes containing remittances and in case of discrepancy between postmark and date of remittance letter, or in case of apparent delay in receipt of a remittance, shall attach the envelope to the remittance letter and make proper report.

12. Disposition of funds.—When all remittances have been opened, the opening clerk shall assemble and count the cash and list the remittances, reports, or requisitions on an adding machine. If the cash agrees with the total of all remittances, reports, or requisitions, Form 6746-C/A will be prepared in quadruplicate and signed by the opening clerk. The opening clerk will deliver money order, postal savings, and savings bond funds to the superintendent of

money orders, and postal and trust funds to the superintendent of postal finance, and secure proper receipt on a copy of Form 6746-C/A, which receipt will be retained by the opening clerk. A copy of Form 6746-C/A is to be delivered to the proper superintendent with the funds. The opening clerk will deliver the remittance letters, reports, requisitions, and adding machine tapes to the proper superintendent and send direct to the auditor (or employee assigned to that work at offices at which an auditor is not authorized) a copy of Form 6746-C/A, retaining a copy of this form for his own protection.

13. Deposit of funds.—Individual opening clerks may deliver the funds accumulated in their respective opening cages to the employee or employees designated to assemble the funds for preparation of deposit. The receipt of the designated employee will be secured by the various opening clerks on one copy of Form 6746-C/A for all of the funds for which they are responsible. The assembled funds of all classes will be deposited the same day in accordance with the wishes of the respective superintendents in charge of the finance and money-order sections as completely as its make-up is acceptable to the depository and as the needs of the office will permit.

14. Clearance of assembling unit.—Clearance of the assembling unit's responsibility will be effected by delivery to the proper superintendents of the certificates of deposit, or other deposit evidence, together with the undeposited funds to complete the total of each class of funds opened for the day, in exchange for the proper superintendent's receipt on a copy of Form 6746-C/A.

Surplus Funds From District Offices

15. Paid money orders.—At central accounting offices when paid money orders are received in remittances of postal funds from district offices, a temporary receipt shall be obtained for the total amount of paid money orders delivered to the money order section. After examination of the money orders, all imperfect money orders shall be returned to the finance section to be returned to the district offices. Payment shall be made for the money orders retained, and the temporary receipt shall be returned. A copy of the letter returning the imperfect cash items to the district postmaster shall be attached to the remittance letter to which they relate, and the certificate of deposit shall be issued for the amount of the remittances, less the amount represented by the items returned. The examination of paid money orders received from district offices should be completed as early as practicable each day, so that the preparation, verification, and mailing of

certificates of deposit can be completed the same day.

16. Certificate of deposit.—Surplus postal funds received from other postmasters should be credited on the individual records maintained on Forms 3339-A where cash accounting machines are in use, and on Forms 3339 at other offices. Certificates of deposit for remittances of surplus postal funds from other postmasters, should be prepared by, or at the direction of, the superintendent of the postal finance section the same day the remittances are opened. The certificates, together with the remittance letters to which they relate, shall be referred to the auditor for verification and mailing on the same day, after which the remittance letters will be returned to the superintendent of the postal finance section. When an error is discovered, or a reason develops for changing the amount or period of credit of a certificate of deposit, after it has been mailed to the remitting postmaster, the original certificate shall be recalled and canceled, and a correct certificate issued.

Stamp Funds and Stock

17. Custody of.—(a) The superintendent of the postal finance section shall have custody of the stock of stamped paper and all postal and trust funds, except as provided in paragraphs (b) and (c) of this article. He will prepare, and send to the auditor, all requisitions on the Department for stamped paper. He will maintain an itemized record of all stamped paper on Form 3295, and necessary trust fund records on Form 025. He shall personally prepare and furnish the auditor the daily financial statements, Forms 3961-A and 3961-F, the latter completed only on the reverse side. He shall keep all fixed credit receipts for stamped paper stock, migratory-bird hunting stamps, savings stamps, and internal revenue stamps on Forms 3336, 3336-A, 3367, and 3367-B, as applicable. He shall have supervision of the stamp clerks at the main office. He shall supply stamped paper only upon requisition on Form 017-F/C, or Form PS 311-FC for savings stamps.

(b) Where an assistant superintendent is provided, he shall have charge of the principal stamp stock and prepare the daily report, Form 3961-F, sending the original thereof to the superintendent and the duplicate direct to the auditor. In this case the superintendent shall have custody of the cash.

(c) Where two assistant superintendents are provided, one shall have charge of the principal stamp stock and will render the daily report, Form 3961-F, to the superintendent, sending a copy direct to the auditor. In this case the senior assistant shall have custody of the cash. Where the provisions of paragraphs (b) and (c) apply,

the superintendent is not required to furnish Form 3961-F to the auditor.

18. Subagencies.—At post offices designated to act as distributing subagencies for postal cards and stamped envelopes, personal responsibility for such stocks will be assigned to an employee other than the one charged with the custody of the main post office stamp stock. Such employees will render a daily report of the subagency transactions on Form 3284, the original to the auditor and the duplicate to the superintendent of the postal finance section.

19. Special request envelopes.—Special request envelopes received from the Department are to be checked with the invoice by the supervisor in charge of the principal stamp stock and the special request envelope clerk, and the stock turned over to the special request envelope clerk for delivery to the patrons. This clerk should be provided with a suitable cage for the protection of the envelopes assigned to him.

20. Verification of stock received.—It is necessary that incoming stock be verified in sufficient detail to determine to the postmaster's satisfaction that it corresponds to the accompanying invoice charge. The following sets forth minimum requirements only, for acceptable verifications:

(a) Packages of 100,000 and 200,000 stamps shall be examined to determine that they have not been tampered with. A sufficient part of the wrapper of each package shall be removed to expose the stamps and determine if the correct number of banded units of the denomination listed are enclosed to equal the quantity shown by the wrapper and charged in the invoice. When stamps of a given denomination are received in quantities of less than original banded packages of 10,000 (5,000 if large size) the stamps shall be counted by sheets.

(b) Coils of 500 and 1,000 shall be separated by denominations into units of 50 coils to a box and into units of 8 coils to a box with reference to coils of 3,000 stamps. The count shall be made by such units, provided the original band and seals are intact; otherwise, the number of coils must be verified. Boxes containing other quantities of coils shall be immediately opened and an actual count made of the coils. Whenever the seals are broken on boxes of coils, it should be done in the presence of a witness and the contents jointly verified.

(c) Books of stamps shall be verified by breaking the packages into units of 1,080 and the determination that each package contains 9 of the proper 120 book units. It is not necessary to count the packages of books in each box until the books are sold to stamp clerks or district postmasters.

(d) Envelope and postal card stock must be examined sufficiently to determine that no carton bears evidence of having been

tampered with and that quantity and description corresponds to invoice.

(e) Compliance with the foregoing procedure does not preclude postmasters from filing subsequent claims of errors in the packing of original units of postage stamps provided the stock is held intact with the Bureau of Engraving and Printing bands and seals unbroken, pending the receipt of instructions from the Bureau of Finance, Division of Stamps and Philately.

(f) When accountable stock is examined by post office inspectors, such examination is under the direction of the Chief Post Office Inspector. A more detailed examination may then be made if required. In such instances the postmaster should cooperate.

Stamp Requisitions

21. At central accounting offices.—An individual record of remittances received for the purchase of stamp stock shall be maintained for each district postmaster. At offices using cash accounting machines this record shall be kept on Form 3339-C/A, and at all others on Form 3339. When paid money orders are received in such remittances, examination thereof must be completed before stock is shipped, so that the value of such stock, and records relative thereto, may be reduced by the amount of any imperfect money order which it is necessary to return to the postmaster. Two clerks shall be assigned to prepare a consolidated requisition from all district office requisitions, obtain the stamped paper thereon from the wholesale stamp clerk or supervisor in charge of the principal stamp stock, and fill the district office requisitions. All stock should be shipped on the same day the remittances are opened. The consolidated requisition filled by the wholesale stamp clerk shall be considered as cash for the purpose of making requisition on the designated supervisor for stamped paper to replenish the wholesale stamp credit.

22. Stations and branches.—(a) The procedure described in article 21 above shall be followed with requisitions from stations and branches where justified by the number thereof; otherwise they shall be filled by the wholesale stamp clerk, or supervisor in charge of the main stamp stock, who will use them as cash for the purchase of stock to replenish the wholesale credit. All requisitions from district offices, stations, and branches shall be signed by the clerks who fill them.

(b) Where adequate protection is provided, stations and branches shall be furnished fixed credits in a sufficient amount to enable them to requisition full cases of envelopes and postal cards, and unbroken lots of postage stamps. Frequent requisitions for small quantities of stamped paper should not be permitted except where unavoidable.

Fixed Credits

23. Retail stamp credits.—All retail stamp clerks located at the main office should be provided with credits enabling them to fill individual orders for postage stamps of as much as \$100. At least one retail stamp clerk should have a credit that will enable him to fill individual orders for postage stamps of as much as \$300. All purchases of postage stamps in excess of \$300 should be directed to the wholesale stamp clerk. Retail stamp clerks should replenish their fixed credits each day, except as provided in chapter XV, article 88, by purchasing for cash from the wholesale stamp clerk. Wherever practicable, retail stamp clerks will deliver stamp requisitions on Forms 017-F/C and PS 311-F/C, and corresponding cash, direct to the designated supervisor, who will acknowledge receipt of the cash by dating and initialing the requisition, which the clerk shall deliver to the wholesale stamp clerk for filling. A definite time should be fixed when the retail stamp clerks should be required to make these purchases daily. This should be as late in the day as possible, but in ample time to permit the wholesale stamp clerk to make one requisition on the supervisor in charge of the main stamp stock for the purpose of replenishing his credit.

24. Wholesale stamp clerk.—At offices having a wholesale stamp clerk, the cage provided should be set up, where practicable, in the office of the superintendent of the postal finance section or adjacent thereto where it will be readily accessible for the filling of consolidated requisitions, etc. Where it is necessary to maintain a wholesale stamp credit of \$50,000 or more, the employee having custody thereof at offices with receipts of less than \$3,000,000 may be given the supervisory designation of clerk in charge. At offices with receipts of \$3,000,000 but less than \$10,000,000 where the wholesale stamp credit is more than \$50,000 but less than \$100,000, the designation of the employee having custody thereof may not be higher than clerk in charge; if the credit is more than \$100,000 at such offices, the designation may not be higher than general foreman. At offices where the receipts are more than \$10,000,000 the employee having custody of the wholesale stamp credit may not have a designation higher than assistant superintendent. The wholesale stamp clerk should replenish his fixed credit by making one requisition on the supervisor in charge of the main stamp stock as near as possible to the close of business each day. For this purpose the requisitions received by him from retail stamp clerks shall be used as cash. The wholesale stamp clerk also should assemble all redeemed stamped paper and prepare it for disposition.

25. Postage vending machines.—Stamps for use in vending machines will be furnished by stamp clerks from credits assigned to them for this purpose. These clerks should service the machines and remove the money therefrom daily. A sufficient supply of stamps should be left in the machines over week ends and holidays to avoid exhaustion through normal use prior to the next business day.

Nonmetered Postage

26. Advance deposits.—(a) Nonmetered permit holders should be requested to make advance deposits to cover more than one anticipated mailing. In any event, deposits shall be made in the division of finance before the mail is presented to the division of mails, and such deposits shall be made sufficiently in advance of the mailing for duplicate Form 3544 to reach the mailing division. All deposits, by mail or otherwise, for nonmetered mailings shall be made with the office of the superintendent of postal finance or at a finance window designated by him. The employee accepting such deposits shall issue receipts therefor on Forms 3544 which must be consecutively numbered. The original of the form shall be given to the permit holder making the deposit, the duplicate shall be forwarded to the mailing division, and the triplicate shall remain in the book as an accountable record. Ordinarily when a deposit of this nature is received by mail, it would be opened by a designated employee of the postmaster's immediate staff who should deliver it to the proper window employee for issuance of receipt, Form 3544, and for subsequent treatment in the same manner as though received from the public in the regular manner. However, if such a remittance is found among official remittances, the opening employee shall keep it separate from funds received in official remittances and deliver it to the superintendent of postal finance, or window clerk designated to receive such deposits, for issuance of receipt, Form 3544, and handling in the regular manner.

(b) Postmasters may, if the circumstances warrant, authorize nonmetered permit holders to make deposits, under the conditions described in the preceding paragraph, at designated finance windows at large classified stations. Postmasters shall not, however, authorize such deposits at stations unless they are sufficiently large to have a definite line of demarcation between the finance and mailing divisions and employees, as employees accepting matter without stamps affixed shall not accept advance deposits therefor. The employees accepting deposits at such stations shall issue and account for receipt Form 3544 as provided in the preceding paragraph, sending the duplicate of Form 3544 to the

weighing section by the first available dispatch. The total of such deposits made during the day shall be reported on Form 1412-X and the money shall be included with the daily remittance. If deposits are made after the last remittance for the day, Form 3544 shall be endorsed "Deposit made after last remittance for the day." Duplicate Form 3544, so endorsed, shall be sent to the weighing section by the first available dispatch, and the funds collected shall be accounted for in the remittance of the day following.

(c) After the information appearing on Forms 3602 has been posted on Form 3609, the weighing section shall transmit daily to the superintendent of postal finance Forms 3602, and a report on Form 3083 showing the permit mailings as evidenced by Forms 3602, and the deposits as evidenced by duplicate copies of Forms 3544, except those forms from stations that are endorsed "Deposit made after last remittance for the day," which shall be included in the report for the day following. A copy of Form 3083 will be sent to the auditor by the weighing section. The superintendent of postal finance shall cause receipt Forms 3603 to be promptly issued, and Forms 3602 shall be filed by quarterly periods. The originals of receipt Forms 3603 shall be delivered to the mailers, the duplicates, together with the certificate on Form 3604, after having been checked by the auditor shall be forwarded with the postal account at the close of the quarter, and the triplicates shall be retained in the book as an office record. The employee who issues Form 3603 shall sign it in the name of the postmaster and certify thereto by his signature.

27. Permit and bulk mailing fees.—Fees required with applications for nonmetered permits, Form 3612, and annual bulk mailing fees shall be paid to the office of the superintendent of postal finance, where appropriate receipts shall be issued on Form 3603. The superintendent of the postal finance section shall endorse Form 3612 to show that the fee has been collected and send it to the division of mails. Original Form 3603 should be given to the patron, the duplicate held for submission with quarterly reports, the triplicate retained in the book as an office record, and a fourth copy, made by inserting an extra carbon and blank paper in the receipt book, sent to the division of mails.

28. Refund of balances.—Any balance remaining in the trust fund account to the credit of depositors after permit mailings have been made shall not be refunded until the permit is canceled or unless the permit holder makes a written request giving the reason therefor. Such refunds shall be accompanied with a letter from the postmaster and correspondence pertaining to re-

funds shall be filed by quarterly periods. Information in writing concerning refunds shall be furnished promptly to the weighing section, with instructions to make a red ink or red pencil endorsement on Form 3609 showing the date and amount of the refund.

Postage Meters

29. Checking in and out.—All meters shall be checked in and checked out of service by experienced employees at the main post office or at a classified station or branch designated by the postmaster. When a meter is checked in, the employee in the presence of a witness, shall carefully record all identifying data required on Form 3609-A and special attention shall be given to insure that the proper unit denomination is shown. All essential data concerning the meter when checked out of service shall also be recorded by an experienced employee on Form 3609-A, which should consist of the date the meter is checked out and a statement of the reason therefor; whether unused units are transferred to another meter and, if so, the number and value of units transferred as well as the number of the meter to which transferred; and the ascending and descending register readings should be recorded after the postage in the meter has been exhausted.

30. Main office settings.—When meters are set at the main post office, the setting shall be made at a point specially designated by the superintendent of the postal finance section, in the presence of a witness, and both employees shall sign receipt Form 3603-A and record and initial the data required on Form 3609-A. Employees issuing receipt Form 3603-A shall exercise care in order that copies thereof will be fully legible. The original of Form 3603-A shall be given to the meter user when the meter is set, the duplicate copy shall be submitted with the quarterly postal account, the triplicate copy shall be sent daily to the division of mails at the main office and the quadruplicate copy shall be retained as an office record.

31. Station settings.—When a meter is set at a classified station or branch designated by the postmaster, the setting shall be made in the presence of a witness by the station superintendent, or an employee designated by him, and both employees shall sign the receipt, Form 3603-A, and record and initial the data required on Form 3609-A, which shall be kept at the point in the station or branch where the meter is set. Employees issuing receipt Form 3603-A shall exercise care in order that copies thereof will be fully legible. The original receipt shall be given to the meter user when the meter is set. The duplicate shall be sent with the funds collected, through the remittance unit, to the postal finance section and

at the end of the quarter submitted with the quarterly postal account. The triplicate copy shall be sent to the division of mails at the main office, and the quadruplicate retained at the station or branch as an office record.

Second-Class Funds

32. Application fees.—The fees required to accompany applications for admission, or requests for reentry, of publications to the second class of mail matter shall be paid to the office of the superintendent of the postal finance section who shall cause receipt therefor to be issued on Form 3539, endorsed as prescribed in chapter III, article 48. The superintendent shall endorse the application, or request, to show that the fee has been collected, and send the papers to the mailing division for further attention. The original receipt, Form 3539, shall be delivered to the mailer, the duplicate furnished the division of mails, and the triplicate retained in the book as an accountable record.

33. Advance deposits.—Advance deposits to cover postage on second-class matter shall be made with the office of the superintendent of the postal finance section or at a finance window designated by him. The employee accepting such deposits shall issue receipts therefor on Forms 3544, in triplicate. The original shall be given to the publisher, the duplicate forwarded to the division of mails for recording of the deposit on Form 3543, and the triplicate shall remain in the book as an accountable record. Postmasters may, if the circumstances warrant, authorize publishers to make advance deposits at designated finance windows at large classified stations and branches. The employees accepting deposits at such stations and branches shall issue and account for receipt Form 3544 as previously described, sending the duplicate to the division of mails by the first available dispatch. A total of such deposits accepted during the day shall be reported on Form 1412-X and the funds included with the daily remittance. Employees of the division of mails shall not accept funds covering postage on second-class mailings.

34. Receipts and records.—The division of mails shall complete a memorandum of mailing, Form 3541, for each mailing of second-class matter, compute the postage on Form 3541-A, and record the mailing on Form 3543. The original of Form 3541 shall be given the publisher, and the duplicate shall be sent with Form 3541-A to the superintendent of postal finance, daily. From information shown on these forms, the postal finance section shall issue receipts, in triplicate, on Form 3539. The original of this receipt shall be delivered to the mailer, the duplicate to the division of mails, and the triplicate retained in the

book as an office record. The division of mails shall prepare the newspaper and periodical statement, Form 3551, at the end of the quarter from the duplicate Forms 3539, and submit both the Form 3551 and the duplicate Forms 3539 to the auditor for verification before mailing to the Department.

Controlled Circulation Publications

35. The procedure outlined in articles 33 and 34 of this chapter relative to the weighing, receipting, and recording of second-class mailings and accounting for the funds therefrom will apply to mailings of controlled circulation publications under section 34.64, P. L. & R. Funds received from these mailings will be charged into A/C 016 of the postal account. Receipts and schedules submitted with the quarterly statement must identify these mailings separately from second-class mailings debited in A/C 013.

Postal and Trust Funds

36. Employees receiving funds from the public for meter settings, box rents, application fees, second-class postage, nonmetered postage, advance deposits, and other postal or trust funds, shall deliver or remit such funds daily to the superintendent of the postal finance section or other designated supervisor. Employees who can make delivery direct to the proper supervisor should prepare Form 6746-C/A, in triplicate, showing the amount of each type of funds involved. Triplicate copy of the form should be forwarded direct to the auditor, the duplicate delivered with the funds, and receipt secured on the original which should be retained by the employee. Employees who remit funds through the remittance unit, including employees at stations and branches, should use Form 1412-X instead of Forms 6746-C/A. Excess from the sale of stamped paper shall be delivered or remitted by the employee in the manner herein described at the time the excess is determined, which should be not less frequently than once each quarter. All classes of trust funds shall be deposited in a lump sum in the trust fund account in a local bank and will be transmitted, withdrawn, or paid by the issuance of checks. The records necessary to show the balances of the various funds will be kept on Form 025.

Treasury Checking Accounts

37. *Disbursements.*—(a) At offices which have been granted a checking account on the Treasurer of the United States with authority to pay miscellaneous postal account items, as well as local salaries by Treasury checks, all disbursements proper for claim in the quarterly postal account will be made by checks drawn on the Treasurer of the United States.

(b) At offices which have been granted a Treasury Symbol Account for the payment of more than one class of items such as post office salaries and miscellaneous postal account items referred to in the preceding paragraph, as well as indemnity claims, salaries of inspectors and their employees, salaries of Postal Transportation employees, and salaries of rural carriers, a separate series of serial numbers will be set apart for each classification of expenditure and each of these groups of numbers of checks printed to show the object of expenditure. The group of numbers set apart for each object of expenditure should be large enough to last for a period of 5 years. Payments of advances on salaries, the amounts of which are included in the semi-monthly checks of employees to whom the advances are made will be made from the cash on hand in the post office. The receipts for the payments on Form 1853-B will be carried as cash on hand in the office until they are redeemed by the employees receiving the advances from the proceeds of their semimonthly pay checks.

38. *Deposits in.*—(a) Postal funds only shall be deposited in the Treasury checking account. Postal savings, money order, savings bond, and trust funds are not postal funds and shall not be deposited in the Treasury checking account for any reason.

(b) Money which has been deposited to the credit of the Treasury checking account shall be used only for the payment of items which are possible of credit claim in the quarterly postal account. After funds have once been deposited in this account, they shall not be checked out to be used in the post office to cash checks, pay salary advance, etc., which transactions are not possible of credit claim in the quarterly postal account. Checks issued in exchange for cash which may be needed for the efficient operation of the Service will be drawn against the postmaster's local bank account.

39. *Quarterly balance.*—The Treasury checking account will be started with no balance at the beginning of each quarter. On the day the postal account for the past quarter is closed, a check to remove the balance remaining in the Treasury checking account shall be drawn and remitted as surplus funds. While permissible it is not usually desirable that the Treasury checking account be used for the remittance of surplus postal funds except to clear the account at the close of each quarter. In most instances, postmasters have preferred to deposit into their Treasury checking accounts only such sums as are required to meet the disbursements therefrom, being careful always that the deposits are ample for this purpose. It is far better to have a small balance at the end of the quarter than to be short of the required funds for

disbursement. In order to avoid overdrafts deposits for salaries and other expenses should be made at least 4 days in advance of the date the checks are issued.

40. Undeliverable checks.—(a) Determined effort shall be made to effect delivery of every check drawn on the Treasurer of the United States before submission of the postal account for the quarter in which the checks were dated. If, for any reason, Treasury checks dated on or before the last day of a quarter remain undelivered, or are returned as undeliverable, after the postal account for that quarter has been submitted, such checks, at the expiration of six full months from the last day of the month of their respective issue, shall be forwarded to the General Accounting Office, Claims Division, Liabilities Section, for safekeeping. Under these circumstances, the postmaster makes no adjustment in his account as rendered.

(b) If before the expiration of the 6 months referred to it is definitely determined that an undelivered check, because of error in amount, name of payee, etc., does not represent a valid credit, the check shall be canceled and disposed of in accordance with the provisions of chapter XIV, article 141.

Salary Refunds and Adjustments

41. Receipts and records.—(a) The postal finance section shall prepare receipts, in triplicate, on Form 1096, for all salary refunds. The receipt forms, in sets of three bearing identical numbers, will be numbered consecutively before being issued. The original receipt will be given to the employee making the refund, the duplicate submitted to the auditor and the triplicate retained. A like method will be followed in the handling of all other refunds.

(b) The postal finance section will keep a memorandum list, by quarters on Form 025, of all refunds collected, also of all Treasury checks for which credit has been claimed and subsequently eliminated by treatment of the checks as canceled. No record of spoiled checks will be made on this list, as no adjustment of disbursement claims is necessary as the result of check spoilage. The list will show date of refund or adjustment, the account involved, the amount of the refund or Treasury check adjustment, and whether cash or its equivalent or Treasury checks are involved. (See ch. XXIV, arts. 61 and 62, regarding correction of overpayments and underpayments.)

Daily Financial Reports

42. To the postal finance section.—The following reports shall be made daily to the superintendent of the postal finance section, and copies submitted direct to the auditor, by the employees handling the different classes of work:

- Form 1412X.... Schedule of remittances from stations and branches.
- Form 3080-C/A. Daily report of special request envelope transactions.
- Form 3081..... Report of excess sales on stamped paper.
- Form 3082..... Daily report of second-class matter.
- Form 3082 (suitably altered) Daily report of mailings of controlled circulation publications.
- Form 3083..... Daily report of metered and nonmetered permit matter.
- Form 3084-C/A. Report of miscellaneous receipts and sales.
- Form 3085..... Daily report of box rents and key deposit funds.
- Form 3087-C/A. Schedule of disbursements.
- Form 3284..... Daily report of subagency stamped paper stock.
- Form 3961-F.... Daily stamp stock report.
- Form 6746-C/A. Remittance unit clearance certificate.

43. By the postal finance section.—(a) The superintendent of the postal finance section shall render to the auditor a daily report, on Form 3961-A, of all receipts and disbursements of postal funds, trust funds, and stamp stock, retaining a duplicate thereof as an office record of daily transactions. He shall also deliver to the auditor, each day: All invoices of stamped paper received; original requisitions on Forms PS 311-F/C and 017-F/C; the remittance letters, reports, or requisitions received by him with remittances; and, all new and canceled fixed credit receipts for verification and recording of any increase or decrease in the total amount of fixed credits outstanding. All new fixed credit receipts shall be initialed by the auditor, after verification and recording, and returned to the postal finance section. The canceled receipts shall be returned to the district postmasters or employees concerned, by the auditor.

(b) In preparing the daily financial statements following the close of each quarter, all receipts and disbursements which are to be included in the quarterly postal account, Form 1550-C or 1550-C/A, for the preceding quarter should be interlined in red and carried as separate interlined entries to the respective account numbers, but both the red and black ink entries shall be considered in balancing those accounts. If desired, a separate daily financial statement may be prepared for the past quarter instead of making the red ink interlineations mentioned above.

MONEY ORDER SECTION

Supervision

44. The money order section, including the issue of c. o. d. orders therein, shall be under the supervision of a superintendent. He shall supervise the conduct of the money order, postal savings, and savings bond services, and the preparation of accounts relative thereto. He shall have custody of all funds and accountable stocks, in connection with these services, and shall prepare all requisitions on the Department for replenishment of such stocks. Except in emergencies, the superintendent will not engage in window transactions with the public. All stock requisitions on the Department shall be sent to the auditor, who shall make a temporary memorandum thereof, initial, and deliver them to the postmaster for signing and mailing.

Funds, Receipt, and Disposition

45. (a) Upon receipt of remittances of money order, postal savings, and savings bond funds from other postmasters, certificates of deposit shall be prepared by, or at the direction of, the superintendent in charge of the money order section. These, and the remittance letters to which they relate, shall be referred to the auditor for verification and mailing on the same day the remittances are opened. The remittance letters shall then be returned to the money order section. When it is found that a certificate of deposit which has been mailed to the remitting postmaster is incorrect in any particular, it shall be recalled and canceled, and a correct certificate issued.

(b) All money order, postal savings, and savings bond funds shall be deposited direct to the credit of the respective funds so that certificates of deposit, or other deposit evidence secured, will reflect credit to the proper accounts.

Abstracts

46. Where it is possible to do so, the statement of accountability, Form 6125, and abstracts of postal savings certificates, and issued savings bonds, should be prepared by employees who have no connection with the actual issue or paying of these orders, and certificates or with the issue of savings bonds. In all cases where the statements or abstracts are prepared by the issuing and paying clerks, such abstracts must be verified by other employees.

Station Reports

47. The daily reports on Forms 6019, PS-621, and 914, covering the money order, postal savings, and savings bond business transacted at stations and branches, must be prepared and forwarded to the

main office with the remittances promptly at the close of business each day. In order to accomplish this, in all cases, postmasters are authorized to close the money order, postal savings, and savings-bond windows at stations as early as 5:45 p. m., so that these remittances can be made up and dispatched on the closing dispatch from the station. Contract stations remaining open for the transaction of money order business after the hours observed for such service at the main office and classified stations should remit all money order funds on hand by the last available dispatch. Funds collected after that time and the report on Form 6019 for the day, should be forwarded by the first dispatch on the succeeding day.

Daily Reports

48. The following reports shall be made to the superintendent of the money order section, and copies submitted direct to the auditor, by employees handling the different classes of work:

Form 6741-C/A. Daily report of money orders paid.

Form 6742-C/A. Report of paid international money orders forwarded semimonthly to the Department for credit.

Form 6743-C/A. Daily report of suspended money orders held as cash.

Form 6744-C/A. Daily report of money orders issued.

Form 6746-C/A. Remittance unit clearance certificate.

Daily Financial Statement

49. (a) The superintendent of the money order section shall render a complete financial statement on Form 6745-C, early each morning, covering money order business as of the close of the previous business day. This will obviate any need for having a "cut-off" in the money order business prior to the close of the business day, a practice which is not approved. All main office money order business shall be included in the statement for the day on which the transactions actually occurred. The business at stations and branches shall be included in the statement for the day upon which the reports and remittances are received at the superintendent's office. Form 6745-C shall be prepared in duplicate. The original, accompanied with all relative reports on Form 6019 from stations and branches, shall be sent to the auditor, and the duplicate filed as the daily record of transactions.

(b) In preparing the daily financial statement for one or more days following the close of a month, the amount and fees of all money orders *issued and dated in the*

preceding month shall be separately interlined on the financial statement in red ink. The total of the red ink entries shall be interlined in the "Total Receipts" and carried as a separate entry to the debit of the cash account, but both the red ink and black ink entries shall be considered in balancing the cash account.

POSTAL-SAVINGS BUSINESS

Blank Certificates

50. Where possible, the general stock of blank postal savings certificates shall be placed in the custody of an employee not engaged on window work. Otherwise, they shall be kept by the superintendent of the money-order section. Main office window clerks and superintendents of stations and branches will requisition blank certificates on Form PS-311. The employee having charge of the general stock will fill the requisitions and prepare invoices, Form PS-312, in triplicate, one copy to accompany the stock, one to be delivered to the superintendent of the money-order section, and one to be sent to the auditor at the end of the day together with any invoices received with stock from the Department or by transfer from other postmasters. He shall also prepare a report, on Form PS-621, showing in the certificate form account the status of the general stock after taking into account all receipts and withdrawals for the day. This report shall be prepared in duplicate, the original to be sent to the superintendent of money orders and the duplicate retained for file.

Daily Reports

51. (a) The following reports shall be made daily, under the conditions shown, to the superintendent of the money order section, and copies submitted direct to the auditor, by employees handling the different classes of work. When two or more clerks are assigned to postal savings window work at the main office, each or all of them shall prepare Forms PS-631 and PS-632. If the work is concentrated in the hands of one window clerk who checks and takes over the work of any other clerk who renders temporary assistance, the regular employee only will prepare Forms PS-631 and PS-632, if he is not charged with the preparation of Form PS-621 for the main office. If the clerk in whose hands the window work is concentrated is required to prepare Form PS-621 for the main office, he need not be required to prepare Forms PS-631 and PS-632.

Form PS-312... Invoice of postal savings certificates.

Form PS-631... Daily report of receipts, disbursements, and cash balances by window clerks.

Form PS-632... Daily report of postal savings certificates issued, spoiled and paid, and interest payments.

(b) Form PS-621 for the main office shall show the postal savings business transacted at the main office, with the certificate form account covering only the stock for which the main office window unit is accountable, and the summary of depositors' accounts showing a record only of those accounts held at the main office. Where this report is prepared by the superintendent of the money order section it is not necessary to send a duplicate to the auditor.

Daily Financial Statement

52. The superintendent or other supervisor in the money order section to whom the postal savings work is assigned, shall render, as of the close of each business day, a complete financial statement, on Form PS-630-A, covering all receipts, disbursements, and other financial transactions, a summary of depositors' accounts, and the postal savings certificate form account for the entire postal district. Business at stations and branches shall be included in the statement for the day upon which the reports and remittances are received at the superintendent's office, except that the statement for the last day of the month shall be delayed to include all business transacted during the month. Form PS-630-A shall be prepared in duplicate, the original being sent to the auditor accompanied with the reports of the main office and all stations and branches on Forms PS-621, and the duplicate filed as the daily record of postal savings business.

SAVINGS BOND BUSINESS

53. (a) The superintendent of the money order section shall supervise the sale of savings bonds and keep all records pertaining thereto. He, or the supervisor in the money order section designated to handle this account, shall prepare a complete financial statement as of the close of each business day on Form 940-A covering all financial transactions, including the savings-bond form account, for the main office, branches, stations and district offices. Business at stations and branches shall be included in the statement for the day upon which the reports and remittances are received at the superintendent's office, except that the statement for the last day of the month shall be delayed to include all business transacted during the month. Form 940-A shall be prepared in duplicate, the original to be sent to the auditor and the duplicate to be retained. Daily reports on Form 914 from stations and branches, shall be transmitted with Form 940-A to the auditor. Receipted invoices, Form 912,

and monthly reports, Form 904, from district offices, shall also be transmitted to the auditor.

(b) Clerks at the main office selling bonds to the public shall furnish the superintendent of money orders with a memorandum showing the number of bonds of each denomination sold or spoiled each day and a duplicate of this memorandum shall be forwarded to the auditor. The employee charged with the custody of the general stock of savings bonds shall prepare daily reports in duplicate on Form 914 showing in the bond form account the general stock balance, the receipts and withdrawals of the day. The original report shall be sent to the superintendent of money orders, together with invoices of stock received from the Department, Form 925, and requisitions, Form 911, and the duplicate retained.

(c) The method of recording and accounting for these bonds should be similar to the postal-savings procedure, and postal-savings forms, such as PS-631, PS-632, and PS-310, may be modified and used for reporting and recording purposes.

SAVINGS STAMP BUSINESS

54. (a) At central accounting offices and Washington, D. C., the superintendent of the postal finance section shall supervise the sale of savings stamps. He shall render to the auditor a daily report on Form 3961-A of all receipts and sales of savings stamp stock, together with the invoices of savings stamp stock received and the original requisitions on Form PS-311-F/C. He shall also deliver to the auditor for verification and recording all fixed credit receipts covering local and district office credits where changes are involved. After verification, recording, and initialing, the auditor shall return the fixed credit receipts to the superintendent of postal finance for filing. At offices other than central accounting and Washington, D. C., the savings stamp business is handled on a fixed credit basis and the custody of such fixed credit shall be under the supervision of the superintendent of the postal finance section.

(b) Clerks selling savings stamps to the public should replenish their fixed credits by requisition on Form PS-311-F/C, as outlined in article 24 of this chapter. Upon receipt of savings stamps, they shall be verified in the same manner as other stamped paper.

(c) At central accounting offices and Washington, D. C., the employee charged with the custody of savings stamp stock shall make a daily report to the auditor and superintendent of postal finance showing the total value of (1) savings stamp stock on hand at the beginning of the day; (2) stock received from the Department or other postmasters; (3) stock delivered for

filling requisitions; (4) stock returned to the Department; and (5) balance on hand at close of day. Form 3961-F will be used for this purpose.

(d) Redeemed savings stamps will be handled by the superintendent of money orders. Whether redeemed for cash or exchanged for bonds, they will be remitted to the Register of the Treasury, Merchandise Mart, Chicago 54, Illinois, as savings bond funds.

THE AUDITOR

Daily Reports

55. The auditor shall be under the supervision of the postmaster and the assistant postmaster. At any office where the duties of the auditor do not keep him fully employed, he shall be assigned such work as is necessary to occupy his time, but, he shall not have custody of any cash or accountable stock. He shall prepare a daily summary on Form 3961-C/A of the postal business, 6745-C/A of the money order business, PS-630-C/A of the postal savings business, and 940-C/A of the savings bond business, covering all financial transactions, so that the postmaster may be advised that all funds are accounted for and that the accounts as rendered to the Department show the correct financial condition of the office. Any discrepancy found by the auditor shall be immediately reported by him to the postmaster or to the assistant postmaster. He shall also report to the postmaster or assistant postmaster all instances where excess funds in amounts proportionate to the amount of retail sales of stamped envelopes are not accounted for.

Miscellaneous Accounts and Records

56. All miscellaneous accounts and records which the auditor is required to keep may be set up on the special ledger card, Form E/A 16, which has been provided therefor, or on Form 025.

Opening Balances

57. At central accounting offices where special cross-tabulating bookkeeping machines are supplied, they shall be used in the preparation of all auditors' daily financial statements. In starting the posting, the "Closing Balance" of the preceding day shall be taken up as the "Opening Balance." The receipts and disbursements of debits and credits shall then be taken from the superintendent's statement, after which the balance in the machine is printed as a plus or minus total in the fourth column as the "Closing Balance."

Prior Period Statements

58. In posting from the money order statements or from the postal finance statements immediately following the close of a quarter, all prior period transactions

which the superintendent enters in red, or in a separate daily financial statement, shall be taken up by the auditor in his prior period statements. Three copies of each of these statements shall be made; the duplicate for the postmaster, the triplicate for the superintendent, and the original for the auditor's retained record.

Memoranda of Transactions

59. The auditor shall receive memoranda from all employees at the main office who receive and disburse funds, such memoranda to be furnished on the forms enumerated in this chapter. Where memoranda and other reports are not handed personally to the auditor or to the employees operating in his section, a locked receptacle should be provided for the receipt of such data. He shall receive the originals of all requisitions received from stamp clerks at the main office, superintendents of stations and branches, clerks in charge of contract stations and district postmasters for stamped paper, documentary internal revenue stamps, migratory-bird hunting stamps, and savings stamps. He shall receive also all bank receipted deposit slips and other evidence of deposit. When the postmaster, assistant postmaster, general superintendent of finance, or superintendent of postal finance signs checks or drafts on credits with the Treasurer of the United States or the central accounting office, he should require the book from which the check or draft is issued and a memorandum showing the number and amount. Before signing the check or draft, the official signing should compare the particulars thereof with the stub. The memorandum should be initialed if approved and sent direct to the auditor by the official signing the check or draft. Failure of employees to submit necessary memoranda as prescribed shall be reported, in writing, by the auditor to the assistant postmaster.

Verification of Daily Reports

60. The auditor shall verify the items on the daily reports of the finance and money order sections from the memoranda received from all employees receiving or disbursing funds at the main office and also with the cash accounting machine tape or at offices not equipped with cash accounting machines, with the remittance letters, reports, or requisitions accompanying remittances received by mail. At offices where a cash-accounting machine is in use, the auditor shall retain the key thereto and remove the tape therefrom daily for verification of the remittances. The daily reports of the finance and money order sections, with the memoranda attached, shall be retained on file by the auditor.

Requisitions, Recording of

61. The auditor shall receive all requisitions on the Department for stamped paper, documentary internal revenue stamps, migratory-bird hunting stamps, postal savings certificates, savings stamps, savings bonds, and applications for additional funds. These requisitions shall be initialed by him before they are signed by the postmaster and forwarded to the Department. He shall keep a temporary record of such requisitions and applications until the supplies ordered are received. The invoices shall be initialed by him and returned to the proper superintendents. He shall keep a record by inclusive serial numbers of blank money order forms, blank Treasury checks, and numbered Forms 929 and 1096 on hand in the finance section, and by denominations of blank postal savings certificates, blank savings bonds, and savings stamps received from the Department. He shall also keep a record of all drafts or accountable warrants received.

Record of Fixed Credits

62. He shall keep a record of local office individual fixed credits and a running balance by totals of the different fixed credits of district offices. The receipts, Forms 3336, 3336-A, 3367, and 3367-B, shall be initialed by the auditor and returned to the proper superintendent. Obsolete fixed credit receipts plainly endorsed "Canceled" shall be returned to the district postmasters and local station superintendents and clerks who have signed such receipts.

Bank Statements

63. Bank statements, lists from the Treasury Department of checks paid, and corrections from the Department and Register of the Treasury, shall be submitted to the auditor, who, after making proper notations on his records, shall deliver them to the assistant postmaster for his information and for transmission to the proper superintendent.

Certificates of Deposit

64. The auditor shall verify the certificates of deposit with the remittance letters and Forms 6746-C/A, Remittance Unit Clearance Certificate, except that, where a cash accounting machine is in use the verification shall consist of comparing the total of the certificates of deposit, as shown by the cash accounting machine tape, with the total of remittance letters as shown by Forms 6746-C/A Remittance Unit Clearance Certificate. After the verification, the auditor shall mail the certificates of deposit and return the remittance letters, reports, or requisitions to the superintendents from whom received. In case of discrepancy, the individual letters and items on the tape will be reconciled.

Verification of Accounts

65. He shall receive the quarterly postal and money order accounts; the quarterly schedules of postage stamp, internal revenue stamp, migratory-bird hunting stamp, and U. S. savings stamp stock; and the savings bond accounts, with accompanying abstracts, vouchers, and reports. The assistant postmaster and auditor shall verify the totals of these accounts with the auditor's records, initial the reports and deliver them to the postmaster for signature and forwarding to the Department.

AUDITING**Postal Business**

66. The amounts reported by the superintendent of postal finance opposite the several account numbers, Form 3961-A, shall be verified accurately as follows:

A/C

- 010..... With item 10 of daily stamp stock report, Form 3961-F (at applicable offices), requisitions on Form 017-FC and Form 3080-C/A.
- 011..... With report of clerk on Form 3081, and Form 6746-C/A.
- 013..... With daily report of clerk on Form 3082.
- 015..... With Form 6746-C/A and report of clerk on Form 3082, suitably altered.
- 016..... With Form 6746-C/A and report of clerk on Form 3082, suitably altered, to reflect mailings of controlled circulation publications.
- 020..... With daily report of clerk on Form 3083.
- 022..... With daily report of clerk on Form 3083.
- 024..... With Form 6746-C/A and report of clerk on Form 3083, suitably altered.
- 026..... With Form 6746-C/A and report of clerk on Form 3083, suitably altered.
- 030..... With report of clerk on Form 3084-C/A.
- 032..... With daily report of clerk on Form 3085 and Form 6746-C/A.
- 036..... With Form 6746-C/A.
- 040..... With requisitions on Form 017-FC and Form 3080-C/A.
- 042..... With report of clerk on Form 3084-C/A.
- 044..... With notice of audit from regional accounting office.
- 048..... With Form 6746-C/A.
- 050..... With A/C No. 45 of the daily statement of money order business, Form 6745-C.
- 052..... With canceled checks.

A/C

- 054..... With auditor's memorandum of checks.
- 056..... With auditor's memorandum.
- 060..... With duplicate receipts, Form 1096.
- 064..... With report of clerk on Form 3084-C/A.
- 066..... With report of clerk on Form 3084-C/A.
- 070..... With report of clerk on Form 3087-C/A.
- 074..... With report of clerk on Form 3087-C/A.
- 076..... With report of clerk on Form 3087-C/A.
- 080..... With Form 3961-F, and requisitions on Form 017-FC.
- 083..... With Form 3961-F and requisition Form PS 311-F/C.
- 085..... With Form 3961-F, and requisitions on Form 017-FC.
- 122..... With report of clerk on Form 3087-C/A.
- 123..... With report of clerk on Form 3087-C/A.
- 124..... With report of clerk on Form 3087-C/A.
- 201..... With report of clerk on Form 3087-C/A.
- 202..... With report of clerk on Form 3087-C/A.
- 211..... With report of clerk on Form 3087-C/A.
- 214..... With report of clerk on Form 3087-C/A.
- 221..... With report of clerk on Form 3087-C/A.
- 222..... With report of clerk on Form 3087-C/A.
- 231..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 232..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 233..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 236..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 237..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 241..... With report of clerk on Form 3087-C/A.
- 251..... With report of clerk on Form 3087-C/A.
- 261..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 262..... With report of clerk on Form 3087-C/A and accompanying vouchers.
- 263..... With report of clerk on Form 3087-C/A and accompanying vouchers.

- A/C*
 265..... With report of clerk on Form 3087-C/A and accompanying vouchers.
 266..... With report of clerk on Form 3087-C/A and accompanying vouchers.
 274..... With report of clerk on Form 3087-C/A and accompanying vouchers.
 311..... With report of clerk on Form 3087-C/A and authorization to pay.
 312..... With report of clerk on Form 3087-C/A and authorization to pay.
 314..... With report of clerk on Form 3087-C/A and authorization to pay.
 411..... With auditor's memorandum of Solicitor's authorization.
 421..... With report of clerk on Form 3087-C/A and accompanying vouchers.
 500..... With notice of audit from regional accounting office.
 510..... With certificates of deposit.
 520..... With report of clerk on Form 3087-C/A and item 637, Trust Fund Account, Form 3961-A.
 530..... With report of clerk on Form 3087-C/A.
 540..... With auditor's memorandum of Post Office drafts paid.
 550..... With report of clerk on Form 3087-C/A and accompanying vouchers.
 560..... With A/C 07 of daily money order statement, Form 6745-C.
 570..... With any supporting papers submitted.
 580..... With report of clerk on Form 3087-C/A and accompanying vouchers.

Verify opening balances with the closing balances of the preceding day, and the correctness of the transfer of receipts and disbursements as shown in cash account, U. S. Treasury A/C No. 1 and checking account No. 2. The auditor shall receive bank receipted copies of all bank deposit slips and/or other evidence of deposit.

- 650..... With invoices of stock received.
 651..... With invoices of stock shipped.
 652..... With invoices of stock received from other offices.
 653..... With Department's credit authorization.
 654..... With dead-letter bills.
 655..... With Department's authorization for shipping.
 657..... With auditor's memorandum of Solicitor's authorization.
 658..... With report of clerk on Form 3080-C/A.
 661..... With report of clerk on Form 3080-C/A.

- A/C*
 L..... With daily stamp stock report on Form 3961-F (at applicable offices), invoices and requisitions.
 M..... With daily stamp stock report on Form 3961-F (at applicable offices), invoices and requisitions.
 N..... With daily stamp stock report on Form 3961-F (at applicable offices), invoices and requisitions.
 O..... With subagency clerk's report on Form 3284.

Trust fund account—verify opening balances with closing balances of the preceding day, and receipts and disbursements with independent reports from clerks.

Money Order Business

67. The amounts reported opposite the several account numbers on the superintendent's daily statement of money order business, Form 6745-C, shall be verified as follows:

- A/C*
 02 (main office). With report of clerk on Form 6744-C/A. 2 (stations) with Forms 6019, 6746-C/A, and 6744-C/A covering c. o. d. stations only.
 03 (main office). With report of clerk on Form 6744-C/A. 3 (stations) with Forms 6019, 6746-C/A, and 6744-C/A covering c. o. d. stations only.
 04 (main office). With report of clerk on Form 6744-C/A. 4 (stations) with Forms 6019 and 6746-C/A.
 05 (main office). With report of clerk on Form 6744-C/A. 5 (stations) with Forms 6019 and 6746-C/A.
 06..... With report of clerk on Form 3087 C/A.
 07..... With A/C No. 560 of the daily statement of postal finances, Form 3961-A.
 08..... With Remittance Unit Clearance Certificate, Form 6746-C/A.
 09..... With notice of audit from regional accounting office.
 40..... With daily report of clerk on Forms 6741-C/A and 6743-C/A.
 41..... With daily report of clerk on Forms 6741-C/A and 6743-C/A.
 44..... With certificates of deposit.
 45..... With A/C No. 050 of the daily statement of postal finances, Form 3961-A.
 46..... With notice of audit from regional accounting office.
 47..... With auditor's memorandum of Solicitor's credit.

A/C

- 89..... With A/C 03 of the daily state-
of postal savings business,
Form PS 630-A.

Verify opening balances with the closing balances of the preceding day, and the correctness of the transfer of the totals of receipts and disbursements.

Postal Savings Business

68. The amounts reported by the superintendent of money orders opposite the several account numbers shall be verified as follows:

A/C

- 02..... With daily report of clerk on
Forms PS 621, PS 631, and
PS 632.
03..... With item 89 on Form 6745-C.
04..... With Form 6746-C/A, Remit-
tance Unit Clearance Certifi-
cate.
06..... With correction letter.
07..... With letter of authority from
Department.
12..... With daily report of clerk on
Forms PS 621, PS 631, and
PS 632.
13..... With daily report of clerk on
Forms PS 621, PS 631, and
PS 632.
14..... With certificates of deposit.
15..... With certificates of deposit.
16..... With correction letter.
17..... With letter of authority from
Department.

Verify opening balances with the closing balances of preceding day, and items in the form account with Forms PS-621 and PS-632 invoices, and spoiled certificates.

Savings Bond Business

69. The amounts reported by the superintendent of money orders opposite the several account numbers shall be verified as follows:

A/C

- 02..... With memorandum of issuing
clerk and with Form 914 from
stations.
02a..... With Forms 904 from district
offices.
02b..... With memorandum of issuing
clerk.
02c..... With Form 904 from second-class
offices.
03..... With Form 6746-C/A.
04..... With audit correction letter.
12..... With certificates of deposit.
13..... With certificates of deposit.
14..... With audit correction letter.
15..... With auditor's memorandum of
Solicitor's credit authorization.

Verify opening balances with the closing balances of preceding day, and items in form account with invoices, requisitions, spoiled bonds, Forms 914, and Forms 904 of district offices.

STATION EXAMINERS

Supervision and Duties

70. (a) The station examiners shall be under the direct supervision of the postmaster and assistant postmaster. It shall be their duty to cover all financial transactions of the office, including verification of stamped paper and accountable paper on hand, as well as the examinations of stations and branches. Particular attention should be given to the validity of all checks in the custody of each employee. They shall check the c. o. d. business at the main office and stations, as outlined in instructions dated October 17, 1942, entitled "Revised Instructions for the Handling of Incoming Domestic C. O. D. Mails and Funds at Post Offices of the First Class." They should inquire into mail handling activities in connection with their other work at stations.

(b) They shall inquire carefully into the methods of handling metered and non-metered permit matter and second-class matter in order to determine that the safeguards are complied with, and that the revenues are properly protected. They shall make quarterly examinations at irregular intervals of Forms 3609, 3609-A, and 3543 to see that they are properly and legibly kept; that permits for the mailing of nonmetered matter which are inactive for 1 year are reported to the proper supervisor in the division of mails; that a report is made to the auditor of the amount of mailings for the period covered and the total balance due the depositors at the time of the examination.

(c) They should verify the stock of stamped paper, accountable stock, and cash of the superintendents of postal finance and money orders, wholesale and retail stamp clerks and superintendents and clerks at classified stations and branches and clerks in charge of contract stations and branches once each quarter. These verifications shall be made at irregular intervals. At offices having but one examiner, a competent employee should be assigned to assist him in making verifications of stock and cash at the main office and at large stations and branches.

(d) They shall examine the box section once each quarter to determine if rents have been collected for all boxes in use; if deposits have been collected for all keys outstanding and if such funds have been deposited with the superintendent of postal finance. They shall check the postage due advance deposit once each quarter. They

shall make a selective check of time and pay records from time recorder cards, including those relating to hourly rate vehicles, for at least one pay period of each quarter, giving particular attention to the correctness of overtime payments and deductions for leave without pay. They shall verify all bank balances once each quarter and report same to the auditor. They shall check the official bonds of the employees once a year by comparing the names and titles with the roster of employees and see that the bonds are properly signed. They shall perform such other duties as the postmaster may direct.

(e) The postmaster shall direct the station examiners to make attendance checks at all units, and of all tours once a year. At small stations and branches such attendance checks will be conducted as part of the quarterly visit.

(f) Although the examination and verification of all matters involving financial accountability shall be performed by station examiners on a quarterly basis, postmasters may authorize additional examinations when there is reason to believe a shortage or other discrepancy exists.

Reports

71. (a) Reports of the station examiners should show the condition of each fixed credit and determination should be made

at that time as to any excess or overage disclosed. Such excess or overage should be turned over by main office clerks to the superintendent or other designated supervisor in the finance section, using Form 6746-C/A in triplicate. The original of the form, receipted by the superintendent, shall be retained by the clerk, the duplicate delivered with the funds, and the triplicate forwarded direct to the auditor by the employee making the payment. Amounts shown on Forms 6746-C/A shall be checked by the auditor with reports of the station examiner and the superintendent. Excess or overage disclosed by inventory of fixed credits at stations shall be reported on Form 1412X in the regular manner.

(b) Station examiners shall submit their reports to the postmaster who will see that appropriate action is taken to remedy any unsatisfactory condition. They will then be referred to the auditor for checking against his records, and against the amounts of excess or overage reported by the superintendent of postal finance. The auditor will then deliver the reports to the assistant postmaster or the general superintendent of finance as information. That official will file Forms 1946 and 1947 in the office and forward Form 1948 to the superintendent of mails or the general superintendent of mails for information, and filing after necessary action has been taken.

CHAPTER XXIV

Accounts and Reports

Art.

2. Divided accounts.
3. Regional accounting offices.
4. Postal accounts.
5. Central and direct accounting offices.
6. Second-class offices.
7. Third-class offices.
8. Fourth-class offices.
9. Rendition of postal accounts.
12. Money-order account.
14. Postal savings account.
16. Savings bond account.
21. Savings stamp schedule.

Art.

22. Postage stamp schedule.
24. Internal revenue stamp schedule.
25. Migratory bird hunting stamp schedule.
26. Monthly reports.
28. Computation and payment of salaries.
43. Time and salary records.
64. Deductions from salary payments.
87. Amounts due deceased employees.
98. Compensation due separated postmasters.
101. Lump sum terminal leave payments.
102. Schedules of accounts and reports.

PROMPTNESS AND ACCURACY

1. The Postal Service cannot function effectively without reports and accounts of the business conducted at more than 45,000 post offices, branches, and stations. Transactions must be properly recorded as they occur, to serve as a basis for audits, examinations and investigations, and thus to assure that the over-all postal business is properly conducted. Accounts and operating reports to the several bureaus of the Department are also essential. Without them the appropriations required for the conduct of the service cannot be correctly estimated, the costs of operation cannot be ascertained, and the necessary coordination and integration of the widely scattered Postal System cannot be achieved.

The importance of accurate preparation, careful checking, and prompt submission of accounts and reports cannot be overemphasized. Every account and report required from any post office is essential to the operations of the entire Postal System. Delay in the submission of accounts and reports may retard the progress of work in other parts of the Postal Service, the Department, or other Government agencies. Until all information required is reported and consolidated, final operating results cannot be stated accurately, correct administrative decisions cannot be made, and significant trends in operations which

should be known promptly in order to prevent impairment of the service cannot be discerned.

DIVIDED ACCOUNTS

2. When a change of postmasters occurs within a quarter, separate accounts and separate statements of depository checking account, reports of indemnity claims, transcripts of post office cash book or equivalent record, and monthly reports of postal business shall be submitted showing the transactions during the period served by each postmaster. Business transacted on the date of transfer shall be included in the accounts of the outgoing postmaster. (See also art. 58 of this chapter.)

REGIONAL ACCOUNTING OFFICES

3. For money order and accounting purposes, the United States is divided into 12 regions. A branch office of the Bureau of Accounts, Post Office Department, is located in each city where there is a Federal Reserve bank (not branch) and each of these 12 offices is designated as "Regional Accounting Office, Bureau of Accounts." The post office in these cities is designated as "Regional Distributing Office" and from which the blank money-order forms are

shipped quarterly to all post offices located in each particular region. Correspondence pertaining to blank money-order forms should be addressed to the postmaster of the Regional Distributing Office concerned, while correspondence relative to paid money orders and postal and other accounts should be sent to the proper Regional Accounting Office of the Bureau of Accounts.

The 12 regional accounting and distributing offices, their identifying region numbers, and the territory served by each, are as follows:

Location	Region No.	Territory served
Boston, Mass.---	1	Connecticut. Maine. Massachusetts. New Hampshire. Rhode Island. Vermont.
New York, N.Y.	2	New York.
Philadelphia, Pa.	3	Delaware. New Jersey. Pennsylvania.
Cleveland, Ohio.	4	Indiana. Kentucky. Ohio.
Richmond, Va.--	5	District of Columbia. Maryland. North Carolina. South Carolina. Virginia. West Virginia.
Atlanta, Ga.---	6	Alabama. Florida. Georgia. Mississippi. Puerto Rico. Tennessee. Virgin Islands.
Chicago, Ill.---	7	Illinois. Michigan. Wisconsin.
Saint Louis, Mo.	8	Arkansas. Iowa. Missouri (except Kansas City).
Minneapolis, Minn.	9	Minnesota. Montana. North Dakota. South Dakota.
Kansas City, Mo.	10	Kansas City, Missouri. Colorado. Kansas. Nebraska. New Mexico. Oklahoma. Wyoming.
Dallas, Tex.---	11	Louisiana. Texas.

Location	Region No.	Territory served
San Francisco, Calif.	12	Alaska. Arizona. California. Guam. Hawaii. Idaho. Nevada. Oregon. Samoa. Utah. Washington.

POSTAL ACCOUNTS

Preparation

4. It is important that postal accounts be accurately completed in every detail required. All receipts and expenditures applicable to the office should be accurately and properly recorded, and must agree with the required supporting vouchers and papers.

The accounts at first- and second-class post offices shall be prepared in duplicate. The original shall be submitted as directed and the duplicate shall be filed by the postmaster.

At third- and fourth-class post offices the account shall be prepared in original only, but a copy thereof must be made on the pages provided therefor in the cashbook. The account shall be forwarded as directed.

After the account is prepared it must be checked to see that: It is properly headed; entries agree with the total entries in the Postmaster's Account and Cashbook (or auditor's daily statement of postal account at larger offices); all supporting vouchers and papers have been prepared and signed if required; the credit item amounts agree with the vouchers; the account has been properly signed and is in balance.

Central and Direct Accounting Offices

5. Central accounting offices and central disbursing offices (those offices designated to make payments on behalf of the post office inspection service, postal transportation service, and rural delivery service) will use Form 1550-C/A. Other direct accounting offices will use Form 1550-C. A copy of the account and copies of all schedules and summaries must be retained by the postmaster. The account number entries and supporting vouchers and papers are described as follows:

Debits

A/C 010. Enter the total postal revenue derived from the sale of postage stamps and

stamped paper. The total must agree with the amount shown in item 10 of the stamp schedule Form 3325. The completed Form 3325 must be transmitted with the postal account to the regional accounting office. The total of fixed credits must be included as stock on hand. See A/C 011 for excess.

A/C 011. Enter the total amount determined as excess from the sale of stamps and stamped paper and collected from fixed credits. Vouchers or papers to support the amount are not required to accompany the account.

A/C 013. Enter the total amount of postage collected for second-class mailings as shown on receipt Form 3539, excluding the amount of such receipts for second-class application fees.

A/C 015. Enter the total amount collected for second-class application fees. The total must be identical with the total of receipt Forms 3539 endorsed "application fees."

The amounts accounted for must agree with the amount shown on quarterly statement 3551. Supporting vouchers, duplicate (B) copies of Form 3539, and quarterly statement Form 3551 must be separately transmitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, Washington 25, D. C.

A/C 016. Enter in this account the total amount of postage collected for controlled circulation publications mailed under section 34.64 as shown on receipt Forms 3539. Supporting vouchers, duplicate (B) copies of Forms 3539, and quarterly statement (Form 3551, suitably altered) must be separately transmitted to the Bureau of Finance, Division of Newspaper and Periodical Mail.

A/C 020. Enter the total amount of postage collected for setting postage meters including the revenues accounted for through the use of mailomat machines and meters used at parcel post counters. The total should be identical with the total of receipt Forms 3603-A.

A/C 022. Enter the total amount of postage collected for nonmetered mailings which must agree with the total of receipt Forms 3603-S or L, excluding the amount of such receipts for nonmetered application fees and bulk mailing fees.

A/C 024. Enter the total amount collected for nonmetered application fees. The total must be identical with receipt Forms 3603-S or L, endorsed "application fees."

A/C 026. Enter the total amount collected for nonmetered bulk mailing fees. The total must be identical with receipt Forms 3603-S or L, endorsed "bulk mailing fees."

Supporting vouchers to be submitted for A/C Nos. 020, 022, 024, and 026 are:

Duplicate Forms 3603-A; duplicate Forms 3603-S or L for nonmetered mailings, non-metered application fees and bulk mailing fees; and jacket Form 3604 properly itemized and executed.

A/C 030. Enter the proceeds from the correction of mailing lists and from sales of waste paper, waste twine, or dead newspapers, magazines and printed matter. An itemized list on Form 1570 must be submitted with the account as supporting vouchers.

A/C 032. Enter all full or part quarter box rent collections made only for the current quarterly period at main office and stations. (Advance collections made before the first of the quarter or during the quarter for following quarter rental periods must be carried as trust funds, and accounted for in the quarter for which the rental collections are made.)

A/C 036. Enter in this account the total amount collected from other Government departments and agencies for matter subject to postage charges but mailed without prepayment of postage. This procedure may be followed only after securing approval of the Bureau of Finance. Do not include in this account amounts representing purchases of stamps, which should be reported in the stamp account and included in A/C No. 010.

A/C 040. Enter the total postal revenue derived from the sale of stamps and stamped paper to district post offices. (This account is for use at central accounting offices only and must agree with item 40 of Form 3325).

A/C 042. Enter in this account the total amount of other receipts derived from various sources, i. e.: Damage to street letter boxes, Government trucks, mail sacks and other Government property; overages not identified after being held as trust funds; sale of undeliverable perishable matter; money found loose in the mails; unclaimed money from dead-letter mail; fines and penalties; jury fees, etc.; and proceeds from sale of fixtures, material, and equipment. An itemized list on Form 1570-A must be submitted with the account as supporting vouchers.

A/C 044. Enter the net amount due the United States as shown by the statement of differences, if any, from the regional accounting office. Also show the date of the statement. Submit as supporting vouchers, if required: The original copy of Form B/A 810 with proper explanation on reverse side thereof when an item suspended in the statement is reclaimed in the quarterly account; Form 1283 in duplicate showing details of refunds by A/C number for salary overpayments reflected in the statement of differences.

When a statement of differences is received which included a salary item dis-

allowed in the gross amount and the amount is not reclaimable but must be collected from the employee, only the net amount of the overpayment should be collected, unless, of course, the disallowance relates to an account for the prior calendar year, in which event adjustment should not be made for Federal tax and the amount of such tax shall be included in the collection. It is then necessary for the postmaster to claim credit for the difference in tax (if tax is not collected) and retirement deductions in blank lines below A/C 580. The entries thereunder should be described clearly to identify them with the disallowed items.

Suspended items which are properly reclaimable should be included in A/C 570 on the credit side of the postal account and the necessary vouchers or other papers must be submitted to support the claim for credit.

A/C 048. For use at central accounting offices only:

(a) Enter the total surplus fund deposits received from post offices. This total must be identical with the total of Forms 1545-C, 3339-A, and 3339-D (separate Forms 1545-C for first-, second-, third-, and fourth-class office deposits must accompany the quarterly report). Also all copies of Forms 3339-A and 3339-D (totaled and separated by classes) must accompany the quarterly account.

A/C 050. Enter the total amount that was transferred from the Money Order Account during the quarter to meet expenditures from the Postal Account. The amount, if any, must agree with the total entered in A/C No. 45 of Money Order Account Forms 6011 for the quarter. No supporting voucher is required to accompany the postal account for this entry.

A/C 052. This account is for use only at the larger post offices where authorization has been granted to make payments by Treasury checks.

Enter the total of all Treasury checks treated as canceled during the accounting period, i. e., where credit has been claimed in the postal account as a disbursement which subsequently is determined to have been erroneous. Within 10 days after the close of each month all checks canceled during the month should be listed on Form 1098, Schedule of Canceled Checks, in quadruplicate. The original of each of such schedules shall be submitted with the quarterly postal account, and one copy retained in the office files. Two copies, together with the canceled checks, shall be forwarded with the monthly statement of depository account Form 1855.

A/C 054. No entry should be made in this account number except in the June quarter of each year, if required. No en-

try should be made at any time for checks issued against Depository Treasury Checking Accounts authorized at the larger offices.

Enter the total of all checks drawn by postmasters against their checking accounts with local banks remaining unpaid 1 full fiscal year, and deposit the amount with other surplus funds.

A list of such checks must be prepared in quadruplicate showing: the number of the check; the date of issue; the name and address of the payee; the name of the bank upon which drawn; and the amount.

The original and one copy of the list must accompany the quarterly account. A copy of the list must be retained on file, and a copy must be furnished the bank with a written notice to stop payment on the checks listed thereon.

A/C 056. Enter the total amount of postal fund cash, if any, obtained upon requisition from the central accounting office. No supporting voucher is required.

A/C 060. Enter the net amount collected for any overpayments of salaries in prior quarters that have not been included in regional accounting office statement of differences. Each collection must be listed on supporting schedule Form 1283 which must be transmitted in duplicate.

A/C 064. Enter the total amount of refunds collected for overpayments made (other than salary refunds) in prior quarters that have not been included in regional accounting office statement of differences. Each collection made must be listed on supporting schedule Form 1283 which must be transmitted in duplicate.

A/C 066. Enter the total amount collected from the telephone company for pay telephones located in lobbies of the main office and classified stations. All collections of commissions should be scheduled on Form 1570.

An itemized company statement should be secured from the telephone company in support of each payment of commissions to the postmaster, and such statements should be attached to and transmitted with the related Form 1570.

Incident to the installation of each pay telephone, or change in existing service, a written agreement or contract, specifying the terms and conditions under which telephones are installed and will be operated, should be secured from the telephone company for transmission to the regional accounting office with the first postal account rendered following the installation or change in service.

A/C 070. Enter the total of retirement fund deductions that are shown on payrolls, payroll vouchers and quarterly summaries, and cash collections made in cases where mandatory retirement fund deductions were not properly and timely made and are not

reported on payroll vouchers and summaries.

The total of this entry must be identical with the total of comparable items on Form 1282. The original and duplicate copy of schedule Form 1282 must accompany the account in support of A/C Nos. 070, 074, and 076.

A/C 074. Enter the total Federal tax deductions made from payrolls. The total should be identical with the total of the comparable column of schedule Form 1282. (See instructions A/C 070.)

A/C 076. Enter the total amount of United States savings bond deductions made from payrolls. The total should be identical with the total of the comparable column of Form 1282. (See instruction A/C 070.)

A/C 080. (For use at Washington, D. C., and central accounting offices only.) Enter the total amount received from the sale of Documentary Internal Revenue Stamps. The amount entered must agree with the total sales shown on Form 3334.

A/C 083. (For use at central accounting offices only.) Enter the total amount received from the sale of United States savings stamps. The amount entered must agree with the total sales shown on Form 3334.

A/C 085. (For use at Washington, D. C., and central accounting offices only.) Enter the total amount received from the sale of Migratory Bird-Hunting Stamps. The amount entered must agree with the total sales shown on Form 3334.

Prior fiscal year items.—The fiscal year of the Government begins on July 1 and ends on June 30, and any receipts collected during the current fiscal year that pertain to a prior fiscal year must be debited separately in quarterly accounts.

Enter under this heading the A/C number, title thereof, and fiscal year, any collections made currently for prior fiscal years' business.

A/C 098. Enter the amount due the postmaster in any instance where the total of the credit items exceeds the total of the debit items. Entries in this account are seldom necessary and then only because of unusual circumstances.

Total debits. Add the individual entries in the debit column and enter the total debits which should agree with total credits.

Credits

Note 1.—In discussing the supporting vouchers that must be submitted with the account in the following account numbers for salary payments, post offices will be referred to as group 1 and group 2. *Group 1* comprises the smaller first-class offices where the use of pay-roll machines or pay-roll machine forms have not been authorized. *Group 2* comprises the larger offices

where the use of pay-roll machines or pay-roll machine forms have been authorized and which have special instructions covering the preparation and submission of payrolls and summaries.

Note 2.—Only payments pertaining to the current quarter will be entered in A/C's 100 through 499. Payments that have been suspended by the regional accounting office in the audit of the previous account and which are properly reclaimable should be entered in A/C 570. Payment of prior fiscal year items will be entered in A/C 580.

A/C 122. Enter the gross amount paid for post office inspectors' salaries. Submit quarterly summary Form 513-A.

A/C 123. Enter the gross amount paid for salaries of division headquarters clerks and domicile clerks. Submit quarterly summary Form 513-A.

A/C 124. Enter amount of travel and miscellaneous expenses for inspectors in charge, inspectors, division headquarters and domicile clerks. Submit Standard Forms 1012 and schedule of disbursements Form 1864.

A/C 201. Enter the gross amount paid the postmaster supported by quarterly summary Form 1593 for group 1 offices and quarterly summary Form 1594-B for group 2 offices. A separate voucher is not required for the postmaster.

A/C 202. Enter the gross amount paid the assistant postmaster. Group 1 offices must submit payroll voucher Form 1590-A and quarterly summary Form 1593. Group 2 offices must submit quarterly summary Form 1594-B.

A/C 211. Enter the gross amount paid to supervisors, regular and substitute clerks, watchmen, messengers, and mail handlers. *Group 1* offices must submit payroll voucher Forms 1590-A and 1591-A and quarterly summary Form 1593. *Group 2* offices must submit quarterly summary Form 1594-B.

A/C 214. Enter the gross amount paid to clerks at contract stations. Submit voucher Form 1526-P (Form 1034 at Treasury check paying offices) for each individual quarterly payment. Submit schedule Form 1850-B.

A/C 221. Enter the gross amount paid to regular and substitute city delivery carriers. *Group 1* offices must submit payroll voucher Forms 1590-A and 1591-A and quarterly summary Form 1593. *Group 2* offices must submit quarterly summary Form 1594-B.

A/C 222. The gross amount paid to regular and substitute special delivery messengers and special delivery fees paid to rural carriers should be entered in this account number. *Group 1* offices must submit payroll voucher Forms 1590-A, 1591-A, 1592-A, and quarterly summary Form

1593. *Group 2* offices must submit quarterly summary Form 1594-B.

A/C 231. Enter the gross amount paid to regular and substitute motor-vehicle employees. *Group 1* offices must submit payroll voucher Forms 1590-A and 1591-A and quarterly summary Forms 1593. *Group 2* offices must submit quarterly summary Forms 1594-B.

A/C 232. Enter gross amount paid for screen wagon contracts; bicycle hire; annual rate contract vehicles; annual contracts for vehicles on hourly basis; and special delivery messengers' automotive equipment maintenance at first-class offices. Submit Form 1853 (Form 1034 for offices paying by checks drawn on the United States Treasury) and schedule of disbursements on Form 1850-B.

A/C 233. Enter gross amount paid for gasoline, oil, grease, paint, repairs and alterations, tires, tubes and sundry supplies; bicycle maintenance; bridge tolls and ferryage of Government-owned vehicles and miscellaneous garage equipment. Submit Forms 1526-P (Forms 1034 at offices paying by checks drawn on the United States Treasury) and schedule of disbursements Form 1850-B. Attach dealers' bills to voucher Forms 1034 or 1526-P.

A/C 236. Enter the gross amount paid for mail messenger service. Submit voucher Forms 1853 (Form 1034 at offices paying by checks drawn on the United States Treasury), and schedule of disbursements Forms 1850-B.

A/C 237. Enter the gross amount paid for carfare. Submit voucher Forms 1526-P (Forms 1034 at offices paying by checks drawn on the United States Treasury), and schedule of disbursement Forms 1850-B. Attach dealers' bills to voucher Forms 1526-P and 1034 unless the cash is paid to employees, in which case the individual employees must sign the voucher.

A/C 241. Enter the total amount paid to rural carriers. Submit quarterly summary Forms 4260-QS.

A/C 251. Enter the gross amount paid for postal transportation service salaries and travel. Submit quarterly summary Forms 1624.

A/C 261. Enter the gross amount paid to operating force, including job cleaners, for Government-owned and leased or rented buildings. Payroll summaries prepared at offices where more than one Federal building is under the jurisdiction of the Post Office Department should bear notations showing the gross salary chargeable to each of such buildings. *Group 1* offices must submit payroll voucher Forms 1590-A and 1591-A and quarterly summary Form 1593. *Group 2* offices must submit quarterly Form 1594-B.

A/C 262. Enter gross amount paid for telephone service, excess calls, tolls, tele-

grams, and other miscellaneous communication expenses. Submit voucher Forms 1526-P (Forms 1034 at offices paying by checks drawn on the United States Treasury) and schedule of disbursements Form 1850-B. Attach bills to voucher Forms 1526-P and 1034 when required. The original of each bill submitted by public utility services must bear the following signed certificate:

"I certify that the above bill is correct and just and that payment has not been received."

NOTE.—The more detailed certification which appears on Forms 1526-P and 1034 is acceptable.

A/C 263. Enter the gross amount paid for rent at leased or rented quarters including garage rent. Submit voucher Forms 1853 or 1853-A (Form 1034 for offices paying by checks drawn on the United States Treasury) and schedule of disbursements Form 1850-B.

A/C 265. Enter gross amount paid for fuel (including freight and drayage), light, sewer service, power, ice and water for post offices, classified stations and branches, and garages. Submit voucher Forms 1526-P (Form 1034 at Treasury check paying offices) and schedule of disbursements Form 1850-B. Attach dealers' bills to voucher Forms 1526-P or 1034. The original of each bill submitted for public utility services must bear the following signed certificate:

"I certify that the above bill is correct and just and that payment has not been received."

NOTE.—The more detailed certification which appears on Forms 1526-P and 1034 is acceptable.

A/C 266. Enter the authorized expenditures made for building supplies, equipment, and maintenance. Submit voucher Forms 1526-P (Form 1034 at Treasury check paying offices); attach dealers' bills, abstract of bid and acceptance Forms 4225 and applicable BOM forms, when required. Submit schedule of disbursements Form 1850-B.

A/C 274. Enter any authorized expenditures for postal supplies and equipment; moving Government-owned property; and payments made for equipment rental; repairs to miscellaneous equipment and labor-saving devices. Submit voucher Forms 1526-P (Form 1034 at Treasury check paying offices); attach dealers' bills, abstract of bid and acceptance Form 4225 and applicable BOM forms, when required. Submit schedule of disbursement on Form 1850-B.

A/C 301. Enter the gross amount paid for powerboat service from and to ships via the Detroit River; pound rate service to Hawaii and Alaska; and stevedore service within Hawaii and Alaska. Submit original copies of schedule of disbursements

Form 1864. Offices using this A/C will enter it on a blank line of the account.

A/C 311. Enter the gross amount paid for star route service and special carrier service. Submit original copies of schedule of disbursements (Forms 1864 and 1864-F) and Form 5476, separately.

A/C 312. Enter the gross amount paid for contract highway post offices. Submit original copies of schedule of disbursements Forms 1864 and 1864-F.

A/C 314. Enter the gross amount paid for short-haul truck service. Submit original copies of schedule of disbursement Forms 1864 and 1864-F.

A/C 411. Enter the amount of Solicitor's credit for cash loss by fire, burglary, or other casualty at the local office. Central accounting offices should also enter the Solicitor's credit for losses of cash at district offices which have been carried as claims pending in the central accounting office stamp stock account. Do not include Solicitor's credit for stock loss.

A/C 421. Enter the total amount paid for indemnities domestic mail (central accounting offices only). Forms 3812 representing payments should be summarized on Form 3841-R. The original and duplicate of Form 3841-R, with Forms 3812, should be forwarded quarterly to the regional accounting office.

A/C 500. Enter the net amount due the postmaster as shown by the regional accounting office statement of differences, if any, and show the date of the statement.

A/C 510. Enter the total amount of surplus funds deposited. List the deposits on the reverse side of Form 1550-C or 1550-C/A.

A/C 520. Enter the total amount of savings bond deductions made from payrolls and transferred as a deposit to A/C 637 of the Trust Fund Account.

A/C 530. For use at central accounting offices only. Enter the total cash furnished to district and direct accounting offices, and report the total on Form 1545-C.

A/C 540. Enter the total amount of Post Office Department drafts paid. Submit the original copy of Form 1569 and list each draft paid thereon. For use by central accounting offices only.

A/C 550. Enter the gross amount of refunds of postage authorized by the Assistant Postmasters General. Submit original copies of refund voucher Forms 2995 and 3533 and schedule of disbursements Form 1850-B.

A/C 560. Enter the total amount transferred to the money-order account. This amount should agree with the total debited in A/C No. 7 of the money-order account for the quarter. No supporting voucher or schedule is required.

A/C 570. Enter total amount of items which are reclaimed. List all reclaimed

items, separately by A/C number and amount, on Form 1850-X and submit this form with quarterly report, accompanied by vouchers or other papers to support the claim for credit. Do not show reclaimed items on other summaries.

A/C 580. Enter any disbursements made currently for prior fiscal years; give A/C number, title thereof, and fiscal year concerned. Schedule on Form 1850-X.

A/C 598. This account should be used only on rare occasions when it is found that due to error the debits exceed the credits and the error cannot be located. In such cases enter the amount required to balance the account and submit a letter of explanation with the postal account.

Total credits. Add the individual entries in the credit column and enter the total credits, which amount should be the same as that shown in the total debits.

Complete the trust fund account and the analysis of trust fund balances on the reverse of the postal account. Do not carry these totals to the face of the account.

Second-Class Post Offices

6. Use Form 1550-S/C. A copy of the form and all supporting schedules and summaries must be filed by the postmaster. The items in the account and supporting vouchers and papers are described as follows:

Debits

A/C 001. Enter the balance of reserve brought forward which should be the same as shown in A/C 598 of the postal account for the preceding quarter.

A/C 002. Enter the total amount of domestic money orders issued during the quarter, including money orders issued at classified and contract stations, if any. Submit Form 1846-A, quarterly list of money orders issued, and Form 1846-B, quarterly summary of money orders issued. Spoiled or voided money orders must be forwarded with the account.

A/C 003. Enter the total amount of fees collected for domestic money orders issued at the main office and stations thereof, if any.

A/C 004. Enter the total amount of international money orders issued during the quarter at the main office and stations thereof, if any. Submit a separate Form 1846-A listing international money orders issued.

A/C 005. Enter the total amount of fees collected for international money orders issued at the main office and stations thereof.

A/C 006. Enter the total amount of checks drawn on the authorized money order checking credit with the Treasurer of the United States. List the checks issued on the reverse of Form 1550-S/C.

A/C 011. Enter the total amount determined as excess from sales of stamps and

stamped paper and collected from fixed credits. Vouchers or papers to support the amount are not required with the account.

A/C 013. Enter the total amount of postage collected for second-class mailings as shown on receipt Forms 3539, excluding the amount of such receipts for second-class application fees.

A/C 015. Enter the total amount collected for second-class application fees. The total must be identical with the total of receipt Forms 3539 endorsed "application fees."

The amounts accounted for must agree with the amount shown on quarterly statement 3551. Supporting vouchers, duplicate (B) copies of Form 3539, and quarterly statement Form 3551, must be separately transmitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, Washington 25, D. C.

A/C 020. Enter the total amount of postage collected for setting postage meters, including revenues accounted for through the use of mailomat machines and meters used at parcel post counters. The total should be identical with the total of receipt Form 3603-A.

A/C 022. Enter the total amount of postage collected for nonmetered mailings. The total must be identical with the total of receipt Forms 3603-S or L, excluding the amount of such receipts for nonmetered application fees and bulk mailing fees.

A/C 024. Enter the total amount collected for nonmetered application fees. The total must be identical with receipt Forms 3603-S or L, endorsed "application fees."

A/C 026. Enter the total amount collected for nonmetered bulk mailing fees. The total must be identical with receipt Forms 3603-S or L, endorsed "bulk mailing fees."

Supporting vouchers to be submitted for A/C Nos. 020, 022, 024, and 026 are: Duplicate Forms 3603-A; duplicate Forms 3603-S or L for nonmetered mailings, nonmetered application fees and bulk mailing fees; and jacket Form 3604 properly itemized and executed.

A/C 030. Enter the proceeds from the correction of mailing lists and from sales of waste paper, waste twine, or dead newspapers, magazines, and printed matter. An itemized list on Form 1570 must be submitted with the account as supporting vouchers for proceeds shown in this account number.

A/C 032. Enter all full or part quarter box rent collections made only for the current quarterly period at main office and stations. (Advance collections made before the first of the quarter or during the quarter for following quarter rental periods must be carried as trust funds, and accounted for in the quarter for which the rental collection is made.)

A/C 042. Enter in this account the total amount of other receipts derived from various sources, i. e.: Damage to street letter boxes, Government trucks, mail sacks, bags and other Government property; overages not identified after being held as trust funds; sale of undeliverable perishable matter; money found loose in the mails; jury fees, etc.; and proceeds from sales of fixtures, material and equipment. An itemized list on Form 1570 must be submitted with the account as supporting vouchers for proceeds shown in this account number.

A/C 044. Enter the net amount due the United States as shown by the statement of differences, if any, from the regional accounting office. Also show the date of the statement. Submit as supporting vouchers, if required: The original copy of Form B/A 810 with proper explanation on reverse side thereof when an item suspended in the statement is reclaimed in the quarterly account; Form 1283 in duplicate showing details of refunds by A/C number for salary overpayments reflected in the statement of differences.

When a statement of differences is received which included a salary item disallowed in the gross amount and the amount is not reclaimable but must be collected from the employee, only the net amount of the overpayment should be collected, unless, of course, the disallowance relates to an account for the prior calendar year, in which event adjustment should not be made for Federal tax and the amount of such tax shall be included in the collection. It is then necessary for the postmaster to claim credit for the difference in tax (if tax is not collected) and retirement deductions in blank lines below A-C 580. The entries thereunder should be described clearly to identify them with the disallowed items.

Suspended items which are properly reclaimable should be included in A/C 570 on the credit side of the postal account and the necessary vouchers or other papers must be submitted to support the claim for credit.

A/C 054. No entry should be made in this account number except in the June quarter of each year, if required. Enter the total of all checks drawn by postmasters against their checking accounts with local banks remaining unpaid one full fiscal year from June 30, and deposit the amount with other surplus funds.

A list of such checks must be prepared in quadruplicate showing: the number of the check; the date of issue; the name and address of the payee; the name of the bank upon which drawn; and the amount.

The original and one copy of the list must accompany the quarterly account. A copy of the list must be retained on file, and a copy must be furnished the bank with a written notice to stop payment on the checks listed thereon.

A/C 056. Enter the total amount of postal fund cash obtained on requisition, if any, from the central accounting postmaster.

A/C 060. Enter the net amount collected for any overpayments of salaries in prior quarters that have not been included in regional accounting office statement of differences. Each collection must be listed on supporting schedule Form 1283 which must be transmitted in duplicate.

A/C 066. Enter the total amount collected from the telephone company for pay telephones located in lobbies of the main office and classified stations. All collections of commissions should be scheduled on Form 1570.

An itemized company statement should be secured from the telephone company in support of each payment of commissions to the postmaster, and such statements should be attached to and transmitted with the related Form 1570.

Incident to the installation of each pay telephone, or change in existing service, a written agreement or contract, specifying the terms and conditions under which telephones are installed and will be operated, should be secured from the telephone company for transmission to the regional accounting office with the first postal account rendered following the installation or change in service.

A/C 070. Enter the total of retirement fund deductions that are shown on payroll vouchers of all employees and cash collections made in cases where mandatory retirement fund deductions were not properly and timely made and are not reported on payroll vouchers.

The total of this entry must be identical with the total of comparable items on Form 1282. Form 1282 in duplicate must accompany the account in support of A/C Nos. 070, 074, and 076.

A/C 074. Enter the total Federal tax deductions made from payrolls. The total should be identical with the total of the comparable column of schedule Form 1282. (See instructions A/C 070.)

A/C 076. Enter the total amount of United States savings bond deductions shown on payroll vouchers. The total should be identical with the total of the comparable column of Form 1282. (See instruction A/C 070.)

Prior fiscal year items.—The fiscal year of the Government begins on July 1 and ends on June 30, and any receipts collected during the current fiscal year that pertain to a prior fiscal year must be debited separately.

Enter under this heading the A/C number, title thereof, and fiscal year, any collections made currently for prior fiscal years' business.

A/C 098. Enter the amount due the postmaster in instances where the total of the credit items exceeds the amount needed to balance the account.

Total debits. Add the individual entries in the debit column and enter total debits, which should agree with total credits.

Credits

A/C 201. Enter the gross amount of salary paid the postmaster. Submit Form 1593. A pay voucher is not required. The "tax code" of the postmaster should be entered on Form 1550-S/C immediately following the name of the postmaster in the heading on the face of the form.

A/C 202. Enter the gross amount of salary paid the assistant postmaster. Separate Form 1593, Quarterly Summary, must be prepared and must be supported by a pay voucher, Form 1590-A, properly completed and signed. Any salary reported in this account must represent payment to a person appointed as assistant postmaster and approved by the Department, and not to a senior clerk or other person who assists the postmaster. The "tax code" should be shown on voucher Form 1590-A in the space provided for that purpose.

A/C 211. Enter the gross amount of salary paid regular and substitute clerks. Form 1593, Quarterly Summary, must be submitted covering all payments for clerical service. The summary must be supported by a completed and signed pay voucher for each employee, Form 1590-A for regular clerks and Form 1591-A for substitute clerks. The "tax code" of each employee must be shown in the space provided on the voucher form.

A/C 214. Enter the gross amount paid clerks at contract stations. Form 1850-B, Schedule of Disbursements, must be submitted covering payments to clerks at contract stations, and the summary should be supported by properly signed vouchers on Form 1853. Deductions for withholding tax or retirement should not be made from payments to persons performing service on a contract basis.

A/C 221. Enter the gross amount of salaries paid regular and substitute city carriers. Form 1593, Quarterly Summary, must be completed and submitted in connection with payments recorded in this account. The amounts recorded in the various columns must agree with the total of the corresponding columns on the respective pay vouchers. All payments recorded on Form 1593 must be supported by properly signed pay vouchers for the employees listed. Voucher Form 1590-A should be used for regular carriers and Voucher Form 1591-A for substitute carriers. The "tax code" should be shown in the space provided on each pay voucher.

A/C 222. Enter the gross amount paid as fees for delivery of special delivery articles.

A/C 232. Enter the gross amount paid for vehicle service and bicycle hire. Form 1850-B, Schedule of Disbursements, must be supported by Form 1526-P or 1853, whichever is applicable, prepared and signed properly for each authorized expenditure.

A/C 233. Enter the gross amount paid for gasoline, grease, and repairs of Government-owned vehicles and for bicycle maintenance, where authorized. Submit Forms 1526-P and schedule of disbursement Form 1850-B. Attach dealers' bills to voucher Form 1526-P.

A/C 236. Enter the gross amount paid for mail messenger service. Form 1850-B, Schedule of Disbursements, must be supported by properly prepared and signed vouchers on Form 1853. Deductions for withholding tax or retirement should not be made in connection with payments for mail messenger service.

A/C 237. Enter gross amount paid from carfare allowance. Form 1850-B, Schedule of Disbursements, must be submitted and must be supported by properly signed vouchers on Form 1853 if contract service is involved or on Form 1526-P for cash or token payments. It is only under unusual circumstances that an allowance for this purpose is granted at a second-class office.

A/C 261. Enter the gross amount paid to operating force, including unclassified cleaners. Receipts for authorized payments to custodial employees should be taken on voucher Form 1590-A for annual rate employees and on Form 1951-A for hourly rate employees and unclassified cleaners. The tax code of the employee should be shown in the space provided on the voucher. At the close of the quarter the vouchers should be scheduled on Form 1593.

A/C 262. Enter the gross amount paid for telephone service, if authorized. Vouchers covering payments for telephone service should be taken on Form 1526-P. The voucher should be fully completed and attached to the original of any dealer's bill in connection with the expenditure. All vouchers covering expenditures chargeable to this account should be scheduled on Form 1850-B. The original of each bill submitted by public utility services must bear the following signed certificate:

"I certify that the above bill is correct and just and that payment has not been received."

NOTE.—The more detailed certification which appears on Forms 1526-P and 1034 is acceptable.

A/C 263. Enter the gross amount paid for rent at leased or rented quarters. Sub-

mit voucher Forms 1853 and schedule of disbursements Form 1850-B.

A/C 265. Enter gross amount paid for fuel, light, and water. Submit voucher Forms 1526-P and schedule of disbursements Form 1950-B. Attach dealers' bills to voucher Forms 1526-P. The original of each bill submitted for public utility services must bear the following signed certificate when presented for payment:

"I certify that the above bill is correct and just and that payment has not been received."

NOTE.—The more detailed certification which appears on Form 1526-P and 1034 is acceptable.

Payment should not be made until the bill is certified. The certificate should be signed in ink by an official of the company rendering the bill or by an authorized person in his stead. Receipt should be secured at the time the bills are paid. When a properly certified and receipted bill is attached to voucher Form 1526-P, the payee's certificate on the voucher form need not be signed by the vendor but the appropriate portion of the form must be completed and signed by the postmaster.

A/C 266. Enter the authorized expenditures made for building supplies, equipment, and maintenance. Submit voucher Forms 1526-P; attach dealers' bills, abstract of bid and acceptance Forms 4225 and applicable BOM forms, when required. Submit schedule of disbursements Form 1850-B.

A/C 274. Enter any authorized expenditures for postal supplies and equipment; moving Government-owned property; any payments made for equipment rental; repairs to miscellaneous equipment. Submit voucher Forms 1526-P; attach dealers' bills, abstract of bid and acceptance Form 4225 and applicable BOM forms, when required. Submit schedule of disbursements on Form 1850-B.

A/C 500. Enter the net balance shown by the statement of differences received from the regional accounting office indicating a balance due the postmaster and show date of such statement.

A/C 510. Enter the total amount deposited as surplus funds. The instructions contained in the cash book should be followed in making deposits of surplus funds. Each certificate of deposit received from the central accounting office should be checked to determine whether credit has been given in the proper quarter and whether it has been completed in the proper amount. Form 1550-S/C provides space for listing deposits of surplus funds. The remittance made to balance the account for the quarter should be included in the list of deposits and in the total shown in this account.

A/C 520. Enter the total amount of United States savings bond deductions which should agree with the total entered in A/C 076 and should be equal to the total withheld from salaries of employees who have requested deductions for the purchase of bonds. The amounts shown in both A/C Nos. 076 and 520 must agree with the total deductions shown on all pay vouchers, and with that reported on Form 1282 at the close of the quarter.

A/C 550. Enter the total amount of refunds made during the accounting period. Submit original Forms 2995 and 3533 and schedule the disbursements on Form 1850-B.

A/C 570. Enter total amount of items which are reclaimed. List all reclaimed items, separately by A/C number and amount, on Form 1850-X and submit this form with quarterly report, accompanied by vouchers or other papers to support the claim for credit. Do not show reclaimed items on other summaries.

A/C 580. Enter any disbursements made currently for prior fiscal years; give A/C number, title thereof, and fiscal year concerned.

A/C 598. An entry should be made in this account only after the retention of a reserve has been authorized. The amount shown should be only the portion of the authorized reserve which is retained on hand at the close of the quarter. The date that the reserve was authorized should be shown in the space provided.

Total credits. Add the individual entries in the credit column and enter the total credits, which amount should be the same as that shown in the total debits.

General instructions.—Complete the trust fund account and analysis of trust fund balance on the reverse side of the postal account. Do not, however, carry forward the totals to the face of the postal account. Also complete the postage stamp stock quarterly report and fixed credits inventory of postage stamp stock on reverse of the account.

Enter the amounts of fixed credits of documentary internal revenue stamps, migratory-bird hunting stamps, and U. S. savings stamps furnished by the central accounting office.

Third-Class Post Offices

7. Use Form 1550-T/C. The items in the account and supporting vouchers and papers are described as follows:

Receipts

A/C 001. Enter the balance of reserve brought forward which should be the same as shown in A/C 598 in the postal account for the previous quarter.

A/C 002. Enter the total amount of domestic money orders issued during the quarter. Submit Forms 1846-A and 1846-B

listing and recapping issued money orders. Spoiled or voided money orders must be forwarded with the account.

A/C 003. Enter the total amount of fees collected for domestic money orders issued.

A/C 004. Enter the total amount of international money orders issued. Submit a separate Form 1846-A listing international money orders issued and spoiled.

A/C 005. Enter the total amount of fees collected for international money orders issued.

A/C 006. Enter the total amount of checks drawn on the money order checking credit with the Treasurer of the United States if such checking credit has been authorized. When such debits are claimed enter the date, number and amount of such checks under the schedule of "Checks drawn on Treasurer of the United States" on the face of the account form.

A/C 011. Enter the total amount determined as excess from sale of stamped paper.

A/C 013. Enter the total amount of postage collected for second-class mailings as shown on receipt Form 3539, excluding the amount of such receipts for second-class application fees.

A/C 015. Enter the total amount collected for second-class application fees. The total must be identical with receipt Form 3539 endorsed "application fees."

The amounts accounted for must agree with the amount shown on quarterly statement Form 3551.

Supporting vouchers, duplicate (B) copies of Form 3539 and quarterly statement Form 3551, must be separately transmitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, Washington 25, D. C.

A/C 020. Enter the total amount of postage collected for setting postage meters. The total should be identical with the total of receipt Forms 3603-A.

A/C 022. Enter the total amount of postage collected for nonmetered mailings excluding the balances in advance deposits for future mailings. The total must be identical with the total of receipt Forms 3603-S or L, excluding the amount of such receipts for nonmetered application fees and bulk mailing fees.

A/C 024. Enter the total amount collected for nonmetered application fees. The total must be identical with receipt Forms 3603-S or L endorsed "application fees."

A/C 026. Enter the total amount collected for nonmetered bulk mailing fees. The total must be identical with receipt Forms 3603-S or L, endorsed "bulk mailing fees."

Supporting vouchers to be submitted for A/C Nos. 020, 022, 024, and 026 are: Duplicate Form 3603-A; duplicate Forms 3603-S or L for nonmetered mailings, non-

metered application fees and bulk mailing fees; and jacket Form 3604, properly itemized and executed.

A/C 030. Enter the proceeds from the correction of mailing lists and from sales of waste paper, waste twine, or dead newspapers, magazines, printed matter, etc.

A/C 032. Enter all full or part quarter box rent collections made only for the current quarterly period. (Advance collections made before the first of the quarter or during the quarter for following quarter rental periods must be carried as trust funds, and accounted for in the quarter for which the rental collection is made.)

The amount accounted for must equal the total of the schedule of box rent collections shown on the face of Form 1550-T/C.

A/C 044. Enter the net amount, if any, due the United States as shown by statement of differences from the regional accounting office. The date of the statement must also be shown. If the statement contains an item disallowed because of overpayment of salary and collection is made, submit schedule Form 1283 in duplicate showing details of refunds by account number.

When a statement of differences is received which includes a salary item disallowed in the gross amount and the amount is not reclaimable, but must be collected from the employee, only the net amount of the overpayment should be collected unless, of course, the disallowance relates to an account for the prior calendar year, in which event adjustment should be made for Federal tax and the amount of such tax shall be included in the collection. It is then necessary for the postmaster to claim credit for the difference in tax (if tax was not collected) and retirement deductions in blank lines below A/C 580. The entries thereunder should be described clearly to identify them with the disallowed items.

Items suspended in the statement of differences that are to be reclaimed in the quarterly account, with necessary supporting papers or vouchers, must be claimed on the "credit" side of the account in A/C 570.

A/C 056. Enter the total amount of postal fund cash, if any, obtained on requisition from the central accounting postmaster.

A/C 060. Enter the net amount collected for any overpayments of salaries in prior quarters that have not been included in regional accounting office statement of differences. Each collection must be listed on supporting schedule Form 1283 which must be transmitted in duplicate.

A/C 070. Enter the total of retirement deductions shown on payroll vouchers of all employees during the accounting period,

and cash collections made in cases where mandatory retirement deductions were not properly and timely made for previous quarters.

Collections representing retirement deductions for previous quarters should be scheduled on the reverse of Form 1282 and should be submitted in duplicate.

A/C 074. Enter the total Federal tax deductions shown on payroll vouchers.

A/C 098. Enter the amount due the postmaster in instances where the total credits exceed the total debits.

Total debits. Add the individual entries in the receipts column and enter total receipts which should agree with the total payments.

Payments

A/C 201. Enter the gross amount of salary withdrawn by the postmaster, which should equal the gross amount shown in column 7 under the Schedule of Authorized Payments on the face of the form. Columns 1 to 10, inclusive, of the schedule should be completed and the name of the postmaster should be shown in column 11. The "tax code" of the postmaster should be shown immediately following the name at the top of the Quarterly Account Form 1550-T/C.

A/C 213. Enter the gross amount of salaries paid regular and substitute post office clerks. Columns 1 to 10 of the schedule of authorized payments should be completed and the names of the employees to whom the payments are made should be shown in column 11. Submit signed voucher Forms 1590-A or 1591-A for each employee.

A/C 221. Enter the gross amount of salaries paid regular and substitute city and village delivery carriers. Submit pay voucher Form 1590-A for regular carriers and Form 1591-A for substitute carriers. The "tax code" should be shown in the spaces provided on the pay voucher. The total shown in this item should equal the gross amount shown for this service in column 7 in the schedule of authorized payments on the bottom of Form 1550-T/C. Complete columns 1 to 10 of the schedule and show the name of the employee in column 11, who should sign Form 1590-A or 1591-A. Receipts for payments for vehicle service should be submitted on Form 1853.

A/C 222. Enter the total amount paid as fees for delivery of special delivery articles. The total should agree with the schedule of special delivery articles by rate and number required on Form 1550-T/C.

A/C 232. Enter the gross amount paid for any vehicle service allowance granted. Receipts for payments for vehicle service should be submitted on Form 1853.

A/C 236. Enter the gross amount paid for mail messenger service. This amount should be the same as that shown in column

10 of the schedule of authorized payments on the bottom of Form 1550-T/C and the messenger to whom the payment is made should sign therefor in column 11.

A/C 263. Enter the gross amount paid for rent for post offices housed in leased or rented quarters. If the postmaster is owner or lessor, he must write "owner" or "lessor" after his signature to receipt for rent in the Authorized Payment Schedule on the bottom of Form 1550-T/C.

If the rent is paid to other than the postmaster as owner or lessor, the inclusive date of the period covered and the amount of the total quarterly payment should be entered on the proper line under the Schedule of Authorized Payments at the bottom of Form 1550-T/C, and the person to whom the rent is paid must affix his signature thereto in column 11.

A/C 265. Enter the gross amount paid for light, fuel and water for post offices housed in leased or rented quarters. If the postmaster is owner or lessor, he must write "owner" or "lessor" after his signature to receipt for light, fuel and water in the Authorized Payment Schedule on the bottom of Form 1550-T/C.

If light, fuel, and water are not furnished by the owner or lessor (i. e., included in the basic contract for rental), itemized receipts properly certified must be secured and submitted with the account, accompanied by Form 1526-P. In such instances the certification shall be as follows:

"I certify that the above bill is correct and just and that payment has not been received."

NOTE.—The more detailed certification which appears on Forms 1526-P and 1034 is acceptable.

A/C 274. Enter any authorized expenditures for postal supplies and equipment; moving Government-owned property; and repairs to miscellaneous equipment, etc. Submit voucher Forms 1526-P; attach dealers' bills, abstract of bid and acceptance Forms 4225 and applicable BOM forms, when required. Submit schedule of disbursements on Form 1850-B.

A/C 500. Enter the net balance shown by the statement of differences received from the regional accounting office indicating a balance due the postmaster and show the date of such statement.

A/C 510. Enter the total amount deposited as surplus funds. The instructions contained in the cashbook should be followed in making deposits of surplus funds. Each certificate of deposit received from the central accounting office should be checked to determine whether credit has been given in the proper quarter and whether it has been completed in the proper amount. The remittance made to balance the account for the quarter should be in-

cluded in the list of deposits for the quarter and in the total shown in this account.

A/C 570. Enter total amount of items which are reclaimed. List all reclaimed items, separately by A/C number and amount, on Form 1850-X and submit this form with quarterly report, accompanied by vouchers or other papers to support the claim for credit. Do not show reclaimed items on other summaries.

A/C 598. An entry should be made in this account number only after the retention of a reserve has been authorized. The amount shown should be only the portion of the authorized reserve which is retained on hand at the close of the quarter. The date that the reserve was authorized should be shown in the space provided on the account form.

Total credits. The actual total of all payments should be shown, and the total payments should equal the total amount shown in the total receipts line (A/C 099) of the account.

General instructions. Complete in detail the "fixed credit" statements and inventories on the reverse side of Form 1550-T/C.

Attention is directed to the necessity for properly recording and accounting for trust funds. Record should be made in the cashbook promptly upon receipt of funds for deposit in the trust fund account. Space is provided for daily transactions in which all deposits and withdrawals should be recorded promptly. The amount of trust funds of various kinds on hand at the close of the quarter must be reported under the heading "Advance Deposits, Trust Funds" on Form 1550-T/C.

Fourth-Class Post Offices

8. Use Form 1550-F/C. The items in the account and supporting vouchers and papers are described as follows:

Receipts

A/C 001. If a reserve has been authorized enter the amount of the reserve brought forward. The amount, if any, should be the same as shown in A/C 598 for the previous quarter.

A/C 002. Enter the total amount of all money orders issued during the quarterly period. Submit Forms 1846-A and 1846-B listing and recapping issued money orders. Spoiled or voided money orders must be forwarded with the account.

A/C 003. Enter the total amount of fees collected for issuing domestic money orders.

A/C 004. Enter the total amount of international money orders issued. Submit a separate Form 1846-A listing international money orders issued.

A/C 005. Enter the total amount of fees collected for international money orders issued.

A/C 006. If Treasury checking account has been granted, enter the total amount of checks issued. Show under the "Checks drawn on Treasurer of the United States" on the face of the account form, the date, serial number and amount of such checks.

A/C 011. Enter the total amount determined as excess from the sale of stamped paper.

A/C 013. Enter the total amount of postage collected for second-class mailings as shown on receipt Form 3539, excluding the amount of such receipts for second-class application fees.

A/C 015. Enter the total amount collected for second-class application fees. The total must be identical with the total of receipt Form 3539 endorsed "application fees."

The amounts accounted for must agree with the amount shown on quarterly statement Form 3551.

Supporting vouchers, duplicate (B) copies of Form 3539 and quarterly statement Form 3551 must be separately transmitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, Washington 25, D. C.

A/C 020. Enter the total amount of postage collected for setting postage meters if any such meters are in use. The total must be identical with the total of receipt Forms 3603-A.

A/C 022. Enter the total amount of postage collected for nonmetered mailings, excluding the balances in advance deposits for future mailings. The total must be identical with the total of receipt Forms 3603-S or L excluding the amount of such receipts for nonmetered application fees and bulk mailing fees.

A/C 024. Enter the total amount collected for nonmetered application fees. The total must be identical with receipt Forms 3603-S or L endorsed "application fees."

A/C 026. Enter the total amount collected for nonmetered bulk mailing fees. The total must be identical with receipt Forms 3603-S or L, endorsed "bulk mailing fees."

Supporting vouchers to be submitted for A/C Nos. 020, 022, 024, and 026 are: Duplicate Forms 3603-A; duplicate Forms 3603-S or L for nonmetered mailings, nonmetered application fees and bulk mailing fees; and jacket Form 3604, properly itemized and executed.

A/C 030. Enter the proceeds from sales of waste paper, waste twine, or dead newspapers, magazines, and printed matter.

A/C 032. Enter the total of box rent collections made for the current quarterly period only. Complete schedule on back of account form and compare the totals to be accounted for.

A/C 044. Enter the full amount, if any, due the United States as shown by state-

ment of differences from the regional accounting office for the previous quarter. If any suspended item in the statement of differences is to be reclaimed in the current quarter, the necessary supporting vouchers or papers must be submitted (or proper explanation made) and the amount must be claimed in A/C 570 under "Payments."

A/C 056. Enter the amount of cash, if any, received from the central accounting postmaster on requisition.

A/C 070. Enter the amount of retirement deductions made from the postmaster's salary.

A/C 074. Enter the amount of Federal tax deductions made from salary payments.

A/C 098. Enter the amount, if any, properly due postmaster to balance the account.

Total debits. Enter the total of all receipt items listed above which should agree with the total payments.

Payments

A/C 201. Enter in "A" the base pay of the postmaster. Enter in "B" the total of amounts paid to the person employed to operate the office during the absence of the postmaster on annual or sick leave, or leave without pay. Receipts should be secured from the person to whom such payments are made on the lines provided therefor in the "Receipts for Authorized Payments" portion of the account form.

A/C 215. If an allowance has been granted for separating mail, enter the amount paid for this purpose. If payment is made to a person other than the postmaster, obtain receipt therefor on a line under the heading "Receipts for Authorized Payments" on bottom of account form.

A/C 222. Enter the amount of fees withdrawn for delivery of special-delivery mail. Show in the spaces provided the number of such pieces by fee rate and amount of fees paid.

A/C 236. Enter the amount paid for mail-messenger service. Obtain receipt therefor under the heading "Receipts for Authorized Payments" on bottom of account form.

A/C 264. Enter the amount due for rent, light, fuel, and equipment. (15% of A/C 201-A.)

A/C 500. In the event a certificate of settlement is received showing a net balance due the postmaster in connection with the audit of the account for the previous quarter, the amount thereof should be recorded in this account.

A/C 505. Enter the commission for money orders issued, based on 3 cents each.

A/C 510. Enter the total amount deposited as surplus funds. The instructions contained in the cashbook should be followed in making deposits of surplus funds. Each certificate of deposit received from the central accounting office should be

checked to determine whether credit has been given in the proper quarter and whether it has been completed in the proper amount. The remittance made to balance the account for the quarter should be included in the list of deposits for the quarter and in the total shown in this account.

A/C 570. Enter total amount of items which are reclaimed. List all reclaimed items, separately by A/C number and amount, on Form 1850-X and submit this form with quarterly report, accompanied by vouchers or other papers to support the claim for credit. Do not show reclaimed items on other summaries.

A/C 598. An entry should be made in this account only after the retention of a reserve has been authorized. The amount shown should be only the portion of the authorized reserve which is retained on hand at the close of the quarter. The date that the reserve was authorized should be shown in the space provided on the account form.

Total payments.—The actual total of all payments should be shown, and the total payments should equal the total amount shown in the total receipts line of the account.

General instructions.—Complete in detail the fixed credit inventories and schedules on the back of the account form. Also list under the proper headings schedule of deposits of surplus funds, postage stamp stock received and printed stamped envelopes received.

Attention is directed to the necessity for properly recording and accounting for trust funds. Record should be made in the cash-book promptly upon receipt of funds for deposit in the trust fund account. All deposits and withdrawals should be recorded promptly. The amount of trust funds of various kinds on hand at the close of the quarter must be reported under the heading "Advance Deposits, Trust Funds" on Form 1550-F/C.

Rendition

9. Direct accounting offices.—Postmasters at direct accounting offices shall submit, with supporting abstracts and vouchers, quarterly postal accounts on Forms 1550-C, except that central disbursing offices shall use Form 1550-C/A as provided in paragraph (c) of this article. The accounts shall be prepared in duplicate, one copy to be retained in the office files, and the original shall be forwarded to the proper regional accounting office in accordance with the following schedule:

(a) The accounts of offices where the receipts are more than \$3,000,000 per annum, shall be rendered within 12 business days after the close of each quarter; those offices where the receipts are \$600,000 but less than \$3,000,000, within 10 business

days after the close of each quarter; those offices where the receipts are \$300,000 but less than \$600,000, within 8 business days after the close of each quarter; and those offices where the receipts are \$40,000 but less than \$300,000, within 6 business days after the close of each quarter.

(b) The abstracts and vouchers pertaining to each salary appropriation, such as clerk hire (A/C 211), city delivery service (A/C 221), etc., shall be folded separately, but included in the same package with the quarterly account and other vouchers and abstracts. The payroll sheets and payroll summaries prepared at offices equipped with payroll machines shall be submitted as promptly as practicable after the close of each month, but not longer thereafter than the time allowed for the rendition of postal accounts. Two copies of such payroll sheets, one of which must be plainly endorsed "Check List," shall be forwarded to the regional accounting office and one copy retained. There shall be transmitted with the "Check List" copy a Statement of Depository Checking Account, Form 1855, and a list, on Form 1854, of Treasury checks issued during the month for payments other than salaries. All vouchers and schedules transmitted with quarterly accounts shall be folded and enclosed in envelope No. 85, whenever possible, arranged in the order of the debits and credits on the quarterly account form. If a package is necessary, address label, Form 1554, should be used.

(c) Central disbursing offices are those designated to make payments on behalf of the post office inspection service, the postal transportation service, or the rural delivery service. Such offices should submit the quarterly postal account Form 1550-C/A, with supporting vouchers and forms, to the regional accounting office within 12 business days following the close of the quarter. Payroll sheets and payroll summaries for rural delivery service and those prepared at offices with payroll machines should be submitted as promptly as practicable after the close of each month.

10. Central accounting offices.—Central accounting postmasters should submit the quarterly postal account (Form 1550-C/A), with supporting vouchers, forms, etc., to the proper regional accounting office within 12 business days following the close of the quarter. All ledger cards (Forms 3339-A, 3339-C/A and 3339-D) must be totaled and balanced against the respective items in the Central Accounting Postmaster's Quarterly Postal Account. A separate Form 1545-C (Quarterly Summary Deposits Received and Cash Furnished) must be prepared for each class of office and submitted with the quarterly report. All copies of Form 3339-D must also be sent to the regional accounting office with the quarterly account.

11. Second-, third-, and fourth-class offices.

Postmasters of district offices of the second class shall render quarterly postal accounts on Form 1550-S/C; those of offices of the third class on Form 1550-T/C; and those of offices of the fourth class on Form 1550-F/C. The quarterly account from each district office must be rendered to the regional accounting office of the territory in which the district office is located. The accounts from the second-class offices shall be forwarded within five business days after the close of the quarter; and those from offices of the third and fourth classes shall be forwarded within three business days after the close of each quarter, accompanied with all supporting vouchers and abstracts. The accounts of second-class offices shall be prepared in duplicate, the original to be forwarded to the regional accounting office and the copy to be retained in the office files. Copies of the quarterly accounts rendered by postmasters of third- and fourth-class offices shall be made in the space provided therefor in the postmasters' account and cashbooks. The office copy shall be postmarked to show the date on which the account was forwarded to the regional accounting office. It is of the utmost importance that the quarterly accounts of all postmasters be mailed within the time specified. Envelopes containing quarterly accounts should be addressed as follows:

Regional Accounting Office,
Bureau of Accounts,
(Location)

Each district postmaster shall enclose in the same envelope with the quarterly account a quarterly list of money orders issued, Form 1846 or 1846-A recapped on Form 1846-B, together with the spoiled money-order forms and other documents relating to the account. Form 1846-A, unruled, will be supplied offices using adding machines or typewriters. A sufficient amount in cash items or paid money orders to balance the quarterly account shall be remitted promptly to the central accounting post office after the close of each quarter, accompanied with a completed Form 1842-D endorsed properly to indicate the quarter in which the remittance is to be credited. A copy of each remittance letter should be retained on Form 1842-E. If the balance shown by the cashbook on the last day of any quarter is in excess of the maximum which the postmaster is permitted to retain a remittance shall be made on the day following the close of the quarter, and such funds shall not be retained for a longer period pending completion and submission of the quarterly account.

MONEY-ORDER ACCOUNT

12. (a) A quarterly money-order account is required from each direct and central accounting office on Form 6011. The account must show the name and number of the office and the quarter; it must be signed and postmarked before mailing. No funds shall be included with the account; all surplus funds at direct accounting offices must be remitted to the central accounting postmaster serving the district in which the office is located.

(b) First-class offices will prepare and submit quarterly with the money-order account a Statement of Accountability—Money-Order Business (Form 6125) for the entire quarter. The Statement of Accountability will include all money orders issued during the quarter and the grand total recorded thereon must equal the total amounts and fees of domestic and domestic-international money orders issued and accounted for during the quarter as shown on Form 6011. Those first-class offices issuing more than 2,000 orders during the quarter must show the inclusive serial numbers, amounts and fees, so that a single entry on the Statement of Accountability will not include more than that number of orders, and 5 of the 2,000 groups will be totaled to indicate a subtotal for each 10,000 block of orders issued. The inclusive serial numbers of each 2,000 group must be shown according to even-numbered thousands, and not odd-numbered thousands. The money-order section of the main post office will prepare the Statement of Accountability.

(c) The Quarterly Money-Order Account (Form 6011) and the Quarterly Statement of Accountability (Form 6125) must be prepared in duplicate, the originals to be forwarded to the regional accounting office and the duplicates to be filed by the postmaster. Direct accounting offices will submit their Quarterly Money-Order Account and Quarterly Statement of Accountability not later than the fifth business day after the close of the quarter, and central accounting offices will submit such reports not later than the eighth business day after the close of the quarter. All "Not issued" money-order forms for the quarter concerned must be submitted with the Statement of Accountability (care must be taken to see that these "Not issued" money-order forms are not mutilated in any way—do not fold, bend, or use clips, pins, or staples).

(d) Central accounting postmasters shall forward with their Quarterly Money-Order Account all copies of Forms 6021-C (Schedule of Money-Order Deposits Received) together with Form 6025 (Quarterly Summary of Money-Order Deposits Received).

Preparation of Money Order Account

13. The account numbers, entries, and supporting schedules and lists required in connection with the money-order account are as follows:

Receipts—Money order account

A/C 01. Balance due United States last money-order account.—Must agree with amount shown in A/C 96 in the last previous account rendered.

A/C 02. Domestic money orders issued.—Must show the total amount of domestic orders issued as reported on Form 6125. Spoiled orders should be forwarded with the Statement of Accountability Form 6125.

A/C 03. Fees—Domestic money orders.—Must show the total amount of fees collected for issuing domestic money orders.

A/C 04. International money orders issued.—Must show the total amount of international orders issued as reported on Form 6013. A recapitulation of the lists shall be made on the reverse of Form 6011.

A/C 05. Fees—International money orders.—Must show the total amount of fees collected for issuing international money orders, supported in detail by list of money orders issued, and recapitulated on schedule provided on reverse of account form.

A/C 06. Checks—Treasurer of the United States.—Must show the total amount of all checks drawn against the authorized credit with the Treasurer of the United States, supported by schedule on face of account Form 6011, or schedule on a separate sheet, Form 1856.

A/C 07. Transfers from Postal Account.—Must show the total amount of postal funds transferred to the money-order account to be used for the payment of money orders.

A/C 08. Deposits received.—Must show the total amount of surplus money-order funds received by central accounting offices from direct accounting offices. No supporting schedules required with money-order account, but the total must equal the amount shown on the quarterly summary of money order deposits received, Form 6025, and the schedule of money order deposits received, Form 6021-B or 6021-C.

A/C 09. Regional Accounting Office differences due United States per notice of audit dated _____, 19_____.

Total debits.—The sum of A/C's 1 to 9, inclusive, must balance with total credits.

Disbursements—Money-order account

A/C 40. Domestic-international money orders paid.—(a) Direct accounting offices will make no entry in this A/C, as orders paid by them are remitted to central accounting offices as surplus money-order funds.

(b) Central accounting offices: Must show the amount of domestic-international

money orders paid at the central accounting office and received from other offices. The number and amount of paid orders reported should be supported by detailed entries on list of money orders paid, Form 6014, submitted semi-monthly, and recapitulated on schedules provided on reverse of the quarterly account.

A/C 41. International money orders paid.—(a) Direct accounting offices will make no entry in this A/C, as orders paid by them are remitted to central accounting offices as surplus money-order funds.

(b) Central accounting offices: The amount of international money orders paid and repaid during the quarter at the central accounting office and other offices must be shown in total. The account must be supported by detailed listings under a separate heading on list of money orders paid, Form 6014, submitted semi-monthly, and recapitulated on schedules provided on reverse of the quarterly account.

A/C 44. Deposits—Surplus funds.—Direct accounting offices must show the total amount of surplus money-order funds remitted during the quarter to central accounting offices for which certificates of deposit have been received. Central accounting offices must show the total amount of surplus money-order funds deposited with the Treasurer of the United States, through Federal Reserve banks and branches of United States depository banks. Entries must be supported by schedule on reverse of the account form.

A/C 45. Transfers to postal account.—The total amount of surplus money-order funds transferred to the postal account to provide funds for the immediate payment of authorized expenses on postal accounts.

A/C 46. Regional accounting office differences due postmaster per notice of audit dated _____, 19_____.

A/C 89. Transfers to postal savings account.—Enter the net total of money-order funds transferred to the postal savings account during the quarter. The credit claimed must be in agreement with the amount debited as "Transfers from money-order account" in the monthly postal savings account for the same period.

A/C 96. Balance due United States at close of this month.—The total balance in the money-order account at the close of the quarter must be shown, supported by an analysis of the balance on the face of the account form, showing cash in post office and in bank, funds in transit to depository, orders held as cash, claims pending for loss. The amount of authorized reserve should be shown as well as the amount of funds accumulated after banking hours on the last day of the month.

Total credits.—The sum of A/C's 40 to 96 must balance with total debits.

NOTE.—Money-order business transacted at branches and stations on the last day of

the month must be included in the money-order account, Form 6011, for that quarter. Thus money-order funds received in the main office on the first day of a quarter, representing business transacted at branches and stations on the last day of the preceding quarter, will normally be included in A/C Nos. 96 and 168 of the money-order account for the quarter in which the transactions occurred.

POSTAL SAVINGS ACCOUNT

14. A monthly postal savings account current is required on Form PS 704 from each office authorized to transact postal savings business. The account shall be prepared promptly after the close of business for the month, showing the name and number of the office and the period covered, and forwarded to the regional accounting office, in special envelope PS 331 or under label PS 331A.

Preparation of Postal Savings Account

15. The items covered (cash, depositors' balances, and certificates), entries, supporting schedules, abstracts, and vouchers required in connection with the postal savings account current are shown below.

Postal savings cash account—debits

A/C 01. Balance due United States last account current.—Must agree with the amount shown in A/C 19 of the last previous account rendered.

A/C 02. Certificates issued.—Must show the face value of certificates issued, supported by item 53 of the certificate form account and in detail on abstract of certificate transactions, Form PS 706-A, showing the number and value of certificates issued by serial numbers and denominations, and the total amount for all denominations.

A/C 03. Transfers from money order account.—First-class offices will obtain funds needed for postal savings business from the money order account by the transfer of cash or the issuance of a check against the authorized money order credit with the Treasurer of the United States, Symbol 48050. Funds borrowed which are not repaid within the month will be debited in the monthly postal savings A/C 03. The total of the debit covered in A/C 03 of the three monthly postal savings accounts of the calendar quarter must agree with the credit claimed in A/C 89 of the money order account for the same period.

A/C 04. Received from other postmasters.—Central accounting postmasters must show the total amount of surplus postal savings funds received from other offices, supported by schedule of remittances received on Form

991, and accompanied with monthly schedule of deposits, Form 989, such forms to be forwarded with the monthly account to the regional accounting office.

A/C 05. Transfers from postal account.—District offices will obtain funds needed for postal savings business from the postal account by the transfer of cash or the issuance of a check against the authorized credit with the Treasurer of the United States, Symbol 48050. Funds borrowed which are not repaid within the month will be debited in the monthly postal savings account in A/C 05. The total of the debit entries in A/C 05 of the three monthly postal savings accounts for the calendar quarter must agree with the credit claimed in A/C 565 of the quarterly postal account.

A/C 06. Correction for differences due United States in accounts for prior months, indicating the date of the letter in which the differences were noted.

A/C 07 and A/C 08.—These lines are used for special entries in accordance with instructions issued from the Division of Postal Savings Banking and Investments or the regional accounting office.

Total debits.—The sum of A/C's 01 to 08 must balance with total credits.

Postal savings cash account—credits

A/C 12. Certificates paid.—Must show the total value of certificates paid, supported by the paid certificates arranged according to monthly interest dates and denominations, with certificates *both issued and paid* during the month, i. e., paid between the date of issue and the interest-bearing date, grouped separately. The number and value of all certificates paid, by interest dates, and the total value must be listed on the abstract of certificate transactions, Form PS 706-A.

A/C 13. Interest paid.—Must show the total amount of interest paid during the month, supported by listing in the column provided on abstract of certificate transactions, Form PS 706-A, indicating separately the amount receipted for on certificates, by interest dates, and the amount receipted for on special interest vouchers submitted with the account.

A/C 14. Remitted to central accounting postmaster.—Must show the total amount of surplus postal savings funds remitted to the central accounting office, supported in detail by Abstract C/1 on reverse of account form.

A/C 15. Deposits with Treasurer of the United States.—Central accounting offices and Washington, D. C., must show the total amount of surplus postal savings funds deposited, supported by Abstract C/2 on reverse of the account form.

A/C 16. Correction (credit) for differences due postmaster in accounts for prior

months, indicating the dates of the letter, in which differences were noted.

A/C 17 and A/C 18.—These lines are used for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

A/C 19. Balance due United States.—*Must* show the total balance of the postal savings account at the end of the month, indicating separately the amount of cash on hand and the amount of any claim pending for loss.

Total credits.—The sum of A/C's 12 to 19 must equal total debits.

Summary of depositors accounts

A/C 33. Balance due depositors last account.—*Must* agree with the amount shown in A/C 39 of the last previous account rendered.

A/C 34. Certificates issued.—*Must* agree with A/C's 02 and 53 of the account for the current month.

A/C 37. Certificates paid.—*Must* agree with A/C 12.

A/C 39. Balance due depositors.—Should agree with the total of balances to the credit of individual depositors on Form PS 600.

NOTE.—The sum of the entries in A/C's 33, 34, and 35 (special entry line) must be in agreement with the sum of the entries in A/C's 37, 38 (special entry line), and 39.

Certificate form account

The certificate form account must show the total value and the number of certificate forms by denominations, determined by actual count for the items listed below.

A/C 41. Balance on hand last account.—*Must* agree with the entries shown in A/C 56 of the last previous account rendered.

A/C 42. Certificates received from the Department during the month.

A/C 43. Certificates received from other postmasters (specified) during the month.

Total to be accounted for, should equal the sum of A/C's 41, 42, 43, and 45.

A/C 53. Certificates issued, supported by entries in the "issued" columns on the abstract of certificate transactions, Form PS 706-A.

A/C 54. Certificates spoiled, supported by entries in the "spoiled" columns on the abstract of certificates transactions, Form PS 706-A.

A/C 56. Balance on hand, at the end of the month by actual count, should equal the total to be accounted for less certificates issued and spoiled.

NOTE.—In lines above postmaster's signature, show the value of certificates issued for the collection of interest only; and the

number of accounts remaining open at the end of the month.

Blank A/C's 45 and 55 are for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

SAVINGS BOND ACCOUNT

Rendition of Account

16. A monthly savings bond account is required on Form 904 from each office at which United States savings bonds are sold.

17. Central accounting offices.—The savings bond accounts of central accounting postmasters should be submitted to Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill., by the 10th of the following month. The savings bond account of central accounting postmasters is a consolidated account of the business transacted at the central accounting office, branches and stations, and district offices.

18. Accounts of direct accounting offices.—The savings bond accounts of direct accounting postmasters shall be submitted to the Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill., by the 5th of the following month.

19. District offices.—The savings bond accounts of district postmasters shall be submitted to the central accounting office immediately after the close of business on the last day of the month.

Preparation of Savings Bond Account

20. The items covered (cash and savings bond forms), entries, supporting schedules, abstracts, and vouchers required in connection with the savings bond account current are shown below:

Savings bond cash account—debits

A/C 01. Balance cash on hand last account.—*Must* agree with the amount shown in A/C 17 of the last previous account rendered.

A/C 02. Bonds sold.—*Must* show the sale price of the bonds sold, indicating separately sales to the public and payroll deduction sales, supported by A/C 31 of the bond form account and in detail in the "bonds sold" columns of the abstract of bonds sold, Form 905. Two copies of Form 905 shall be submitted with the bond account of district offices. Central accounting offices shall submit an individual abstract for the main office and each station, branch and district office authorized to sell bonds, recapitulated on Form 917. Direct accounting offices shall submit an individual abstract for the main office and each branch and station authorized to sell bonds.

A/C 03. Received from other postmasters.—Central accounting offices must show the total amount of savings bond funds received

from other offices, supported by schedule of remittances received on Form 991 accompanied from offices equipped with cash accounting machines, with monthly schedules of deposits, Form 989.

A/C 04. Audit difference due United States, indicating the date of the certificate noting the difference.

A/C 05 and A/C 06.—These lines are used for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

Total cash to be accounted for.—The sum of A/C's 1 to 6 must balance with total cash accounted for.

Savings bond cash account—credits

A/C 12. Remitted to other postmasters.—Must show the total amount of savings bond funds, including bond funds represented by canceled savings stamps, remitted to the central accounting office, supported in detail by abstract 12A on reverse of account form.

A/C 13. Deposits with Treasurer, United States.—Central accounting offices and Washington, D. C. must show the total amount of savings bond funds deposited and savings bond funds represented by canceled savings stamps shipped to the Register of the Treasury, Chicago. Direct accounting offices equipped with special perforating equipment for canceling savings stamps must show the total amount of savings bond funds represented by canceled savings stamps shipped to the Register of the Treasury, Chicago. Entries in A/C 13 must be supported by abstract 13A on reverse of account form.

A/C 14. Audit differences due postmaster, indicating the date of the certificate noting the difference.

A/C 15 and A/C 16.—These lines are used for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

A/C 17. Balance, cash on hand.—Must show the total of any savings bond funds on hand at the end of the month.

Total cash accounted for.—The sum of A/C's 12 to 17 must balance with the total to be accounted for.

Savings bond form account

The savings bond form account must show the total value and the number of bond forms by denominations, determined by actual count for the items listed below.

A/C 21. Balance from last account.—Must agree with the entries shown in A/C 39 of the last previous account rendered.

A/C 23. Forms received during the month, showing the dates of invoices.

A/C 24. Forms received from postmasters (list offices from which received).

A/C 25 and A/C 26.—These lines are used for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

Total to be accounted for, should equal the sum of A/C's 21 to 26, inclusive.

A/C 31. Bonds sold, supported by the original stubs.

A/C 32. Spoiled or damaged bonds, supported by the bonds, listed in detail on Form 905.

A/C 34. Forms transferred to other offices (list offices to which transferred).

A/C 35, A/C 36, A/C 37, and A/C 38.—These lines are used for special entries upon instructions from the Division of Postal Savings Banking and Investments or the regional accounting office.

A/C 39. Balance on hand at end of month by actual count.

Total stock accounted for.—The total stock accounted for must agree with the total to be accounted for.

SAVINGS STAMP SCHEDULE

21. A quarterly United States savings stamp stock schedule on Form 3334 is required from each central accounting office and Washington, D. C. It must be forwarded to the regional accounting office with the quarterly postal account.

POSTAGE STAMP SCHEDULE

22. A stamp schedule showing the accountability of each first-class office shall be prepared and forwarded promptly at the close of each quarter to the regional accounting office with the quarterly postal account.

Preparation of Stamp Schedule

23. A postage stamp schedule must be prepared on Form 3325 by direct and central accounting offices to show the following information:

Item 01. Value of postage stamps on hand from last report showing separately (a) stock on hand at the local office, including such credits to window clerks at stations; (b) fixed credits allowed district postmasters for which receipts were on file; and (c) claims pending for loss of postage stock or funds at both the local and district offices.

NOTE.—The entries in item 01 must agree with corresponding entries in item 11 of the last previous stamp schedule rendered.

Item 02. The value of stamp stock invoiced by the Department (or subagencies) during the previous quarter and received this quarter, supported in detail by separate schedule of invoices in chronological order in the space provided on reverse of this form.

Item 03. The value of postage stamp stock invoiced and received from the Department (or subagency) this quarter. These invoices must be listed in detail in the space provided on the reverse of this form. If additional space is required, use Form 3225-A.

Item 04. Postage stamp stock transferred from other postmasters, except district postmasters. Show the name of the office from which stock was received and the amount from each.

Item 05. Miscellaneous charges. These are blanks for special entries as instructed by the Division of Stamps and Philately or regional accounting office.

Total to be accounted for. This entry should be the sum of items 01 through 05.

Item 11. Value of postage stamp stock on hand at close of this quarter. (a) Show the stock on hand at the local office, including credits held by window clerks and stations. (b) Show the total of the fixed credits allowed district postmasters as of the last day of the accounting period. (c) Total of claims pending for loss of postal funds and stock as per emergency claims pending receipts on file.

Item 12. Post offices will make no entry on this line.

Item 13. Redeemed and damaged stock. Include stock returned to the Department for redemption and for which credit has been authorized on Form 3372, as well as credit claimed for stock (including coil bands, book covers, etc.) destroyed locally per certification of postmaster.

Item 14. Stock transferred to other postmasters, except district postmaster, as authorized by the Department. Itemize name of office to which transferred and the amount of each transfer.

Item 15. Miscellaneous credits. Leave blank line for special entries as instructed by the Division of Stamps and Philately or regional accounting office.

Item 16. For use by central accounting offices only. Enter here the dead letter bills as authorized for credit by the Department on Form 1503.

Item 17. Solicitor's credit for lost postage stamp stock. Enter here only that portion of Solicitor's credit for loss that covers stamp stock lost. Solicitor's credit for a cash loss is to be credited in the postal account.

Total deductions. The totals of items 11 through 17 should be entered here.

Item 10. Sales at local offices. Enter here the sales at local offices. In the case of a direct accounting office this will be the difference between the "total to be accounted for" and "the total deductions." At central accounting offices the local sales should be shown in item 10 and the stock furnished district postmasters (for cash) should be shown in item 40. In the latter case the sum of items 10 and 40 will be the

difference between "the total to be accounted for" and "the total deductions."

INTERNAL REVENUE STAMP SCHEDULE

24. Internal-revenue stamp schedules (Form 3334) from central accounting offices and Washington, D. C., shall be prepared and rendered as prescribed in chapter XX, articles 13 and 14.

MIGRATORY BIRD HUNTING STAMP SCHEDULE

25. Quarterly migratory bird hunting stamp schedules (Form 3334) from central accounting offices and Washington, D. C., shall be prepared and rendered as prescribed in chapter XXI, article 18.

MONTHLY REPORTS

First- and Second-Class Offices

26. A single copy of the Post Office Cash Book or equivalent record on Forms 1550-C/A, 1550-C, or 1550-S/C, showing the receipts and expenditures, shall be completed at the close of each month and submitted to the regional accounting office. The face only of the account form should be completed for the first 2 months of each quarter. The entire account must be completed in triplicate for the third month—the original submitted immediately, and the duplicate submitted with all supporting vouchers and schedules as the quarterly postal account. No change can be made in the duplicate after the submission of the original. The report for the first month in the quarter shall be for 1 month (two pay periods); the report for the second month in the quarter shall be for 2 months (four pay periods); and the report for the last month in the quarter shall be for the entire quarter (six pay periods). The amounts, with the exception of certain specified items, should be copied from column B of the cash book, or equivalent record, as of the date salary payments for the last half of the month are made, except for the third month of the quarter when the entries should be copied from column B of the cash book, or equivalent record, as finally balanced for the last day of the quarter. The reports shall be prepared and submitted on or not later than the day following the date salary payments are authorized and made for the last half of each month.

Postmasters at designated offices shall submit, not later than the fifth business day following the close of each month, a Monthly Report of Postal Business, Form B/A-1.

Postmasters at certain large offices (gross receipts of \$600,000 or more per annum) who have been authorized to make pay-

ments by checks on the Treasurer of the United States shall forward to the regional accounting office, as promptly as practicable after the close of each month and within the time allowed for the rendition of postal accounts, a Statement of Depository Checking Account, Form 1855, with accompanying check lists.

Central accounting postmasters and the postmaster at Washington, D. C., shall forward to the regional accounting office, not later than the fifth business day following the close of each quarter a report of indemnity claims, Forms 3812 and 3841-R. (See art. 102 of this chapter for schedule of accounts.)

Third-Class Offices.

27. The instructions in the preceding article relative to the preparation and submission of transcripts of post-office cash book, also apply to those third-class offices occupying Government-owned buildings or where city delivery or village delivery service is in operation. Each third-class office required to submit such reports is furnished specific instructions relative thereto, and such reports, when required, should be submitted not later than the third business day following the close of each month.

COMPUTATION AND PAYMENT OF SALARIES

Computation of Annual Salary

28. When a postmaster or employee is compensated on an annual basis, his annual compensation shall be divided into 12 equal installments, 1 of which shall be the pay for each calendar month and one-half of each such installment shall be paid on the 16th day of the month and the first day of the following month, or as soon thereafter as practicable.

For the purpose of computing compensation on an annual basis and for computing time for services rendered during a fractional part of a month in connection with annual compensation, each month is held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st day of any calendar month from the computation and treating February as if it actually had 30 days. Any person entering the postal service at an annual salary during a 31-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the 30th day of the month, both days inclusive; and any person entering the service during the month of February and serving until the end thereof shall be entitled to 1 month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry. Deduction of 1 day's pay is made for unauthorized

absence on the 31st day of any calendar month.

29. Deductions for absence without pay.—The deduction for 1 day's absence without pay of a regular employee is $1/30$ of his monthly compensation or $1/360$ of his annual salary. The deduction for 1 hour's absence without pay of a regular employee is $1/8$ of his compensation for 1 day or $1/2880$ of his annual salary.

30. Services required.—Regular classified employees must be paid at the annual rate fixed by law. If an employee is present and available, covers his tour of duty, and performs the services required of him, he must be paid for a full day even though he may have been engaged less than 8 hours a day on his work.

31. Absence for part of a day.—Absence without pay of regular employees for part of a day shall be recorded on time records in hours and minutes. At the end of the pay period the recorded absences shall be added and deduction made for the nearest whole number of hours, 30 minutes or more being regarded as 1 hour and less than 30 minutes being ignored. Employees should not be excused for fractions of an hour unless absolutely necessary.

32. Absence on the 31st day of the month.—When a regular employee is absent on the 31st of the month and the absence cannot properly be charged against accrued annual leave, sick leave, or compensatory time, it shall be charged as leave without pay and 1 day's pay deducted therefor: *Provided*, That if absence on the 31st occurs within a period of leave without pay of more than 1 day and the employee is properly excused from duty on the 31st, no deduction shall be made for that date. For each absence without pay of less than 1 day, the pay deduction shall equal the amount otherwise payable for the number of hours involved. Obviously there will be no pay deduction or any charge as leave without pay if the 31st day of the month falls on a Saturday, Sunday, or holiday except where an employee who is scheduled for duty on such Saturday, Sunday, or holiday fails to report and is not excused (see ch. II, art. 175). In the event the employee was in a pay status less than 1 day during the pay period, any deduction for absence on the 31st should not exceed the earnings for that pay period.

These instructions apply equally to rural carriers if the 31st is a work day.

33. Saturdays, Sundays, or holidays at beginning or end of period of leave without pay.—Regular employees will be paid in accordance with the foregoing for Saturdays, Sundays, or holidays, provided they are in a pay status either at the close of their scheduled tours preceding or at the beginning of their scheduled tours following such Saturdays, Sundays, or holidays.

Computation of Overtime

34. Payment for overtime service is on the basis of 150 percent of the annual rate of pay. In computing compensation for overtime employment which has been authorized by the Bureau of the Department having jurisdiction, the annual salary is divided by 2,080. The quotient thus obtained will be the base hourly overtime compensation and $1\frac{1}{2}$ times that amount will be the hourly rate of overtime pay. Payments should be for the nearest number of whole hours of authorized overtime served each pay period, counting a fraction of an hour amounting to 30 minutes or more as 1 hour and ignoring 29 minutes or less. The total number of whole hours of overtime for which payment is made should be entered on the payroll record of each employee for the pay period. (See ch. II, arts. 176 to 185, for general provisions relating to overtime service.)

Computation of Night Differential

35. Employees in first-, second-, and third-class post offices, who are required to perform work between the hours of 6 p. m. and 6 a. m., shall be paid extra for each hour of such work at the rate of 10 percent of their base hourly compensation, determined by dividing the annual salary by 2,080 for employees paid on an annual basis, or on the hourly rate of pay for substitute employees. The night differential rate is the same regardless of whether the services are rendered on a regular tour or as overtime.

Employees, even though regularly assigned in whole or in part to night tours, will receive no additional pay for night service during absences on vacation, sick leave or for any other reason.

An accurate time record must be maintained of all service authorized and performed by all employees, including temporary substitutes, between the hours of 6 p. m. and 6 a. m., even though it is for only fractional parts of an hour. The time used in each post office, whether standard or daylight saving, will be observed.

At the end of each pay period the actual time of night service performed by each employee will be totaled, and where there is a fractional part of an hour amounting to 30 minutes or more, 1 hour will be added, and where the fraction is 29 minutes or less it will be dropped. The total number of whole hours of night work for which the differential is paid should be entered on the payroll record of each employee for the pay period.

Additional compensation earned by regular employees on account of night service will be entered in the proper place on the salary vouchers or payrolls and paid such employees the same as their regular salaries without further authorization or allowance.

(See ch. II, arts. 186 and 187, for general provisions relating to night work.)

Pay Tables

36. The formulae used for the computation of payments for personal services of employees are stated above herein as information. It is not intended that they be used in computing each individual payment. The current revision of United States Postal Service Pay Tables (Form B/A-10) should be used in determining the amount payable to post office officials and employees each pay period. The pay tables are designed for use at first- and second-class offices and at third-class offices where they are needed to determine the pay earned by clerks, carriers, or custodial employees. Fourth-class offices are not supplied with Form B/A-10, since the tables required at such offices are printed in the cashbooks furnished annually.

37. *Information contained in Form B/A-10.*—(a) *Annual rate employees (except rural carriers).*—Daily, hourly, and semi-monthly rates by salary grades, and the related amounts payable for base pay, overtime, and night-work differential, and retirement deductions for 1 hour to 120 hours (one-eighth day to 15 days).

(b) *Hourly rate employees.*—Base pay, night-work differential, and retirement deductions for each hourly rate, and the related amounts payable for base pay and night-work differential, and retirement deductions for 1 to 200 hours.

(c) *Rural carriers.*—Daily and semi-monthly rates of base pay and retirement deductions, by salary grades for routes 6 miles to 94 miles in length. The daily rate of equipment maintenance allowance and the amounts payable for 10 to 14 trips on daily routes 6 miles to 94 miles in length, and for 1 to 7 trips on triweekly routes 8 miles to 74 miles in length, are also shown.

Payment of Salaries

38. *Expenditures to be charged to proper allowance.*—It should be borne in mind that allowances for each specific service e. g., clerical service, city and village delivery service, motor-vehicle service and custodial service, are granted from separate appropriations, and each allowance authorized must be used only for the purpose for which it is granted. At first class offices, however, special delivery messengers utilized on other duties than the delivery of special-delivery mail must be paid, at their regular rate as special delivery messengers, from the allowances authorized for special-delivery messengers; and employees other than special-delivery messengers utilized in the delivery of special-delivery mail must be paid therefor, at their regular rates of compensation, from the allowances from

which expenditures for their compensation are regularly made.

39. Salary receipts.—Receipts for payments of salary to employees must not be taken before the payments are actually made. The payrolls or other receipt forms must be fully made out in ink before they are signed, and the exact amount paid to each employee must be entered thereon.

40. Pay dates.—Salary payments shall be made in full semimonthly on the 16th of the month and the 1st of the following month, unless otherwise specifically authorized by the Department. A letter from the proper bureau of the Department authorizing other pay dates must be on file, if payments are not made on these dates.

41. Payment limited to amount earned or accrued.—In no case shall regular payments, or emergency payments made in advance of the regular pay dates, be in excess of the amount of salary or compensation actually earned. The withdrawal by postmasters of more than actually earned compensation is misappropriation of Government funds. The accrued salaries of postmasters shall be withdrawn semimonthly on the 16th of the month and the 1st of the following month or as soon thereafter as practicable for the earning periods terminating on the 15th and last day of each month. The fixed annual salaries of postmasters at seasonal offices of the fourth class shall be prorated and withdrawn over the months such offices are open for business during a fiscal year.

42. Statement of earnings and deductions.—Each employee and officer shall be furnished an itemized statement of earnings and deductions for each pay period, on Form 1590-E, or Form 1590-D at offices equipped with payroll accounting machines.

RECORDS OF COMPENSATION EARNED

Time Records

43. Time cards.—(a) The following forms shall be used at first-class offices and at all second-class offices having city delivery service to maintain the official time records of employees and officials:

Form 3900..... Time card for regular clerks, city and village carriers, motor-vehicle employees, custodial employees (except charmen and charwomen), cleaners, janitors, telephone operators, elevator operators, pneumatic tube employees, watchmen, messengers, mail handlers, and those supervisors who are required to ring time clocks.

Form 3901..... Time card for charmen and charwomen paid on an hourly rate, and all substitute employees.

Form 3902..... Record of travel time.

Form 3903..... Service card for parcel post carriers, collection carriers, and certain motor-vehicle employees, in conjunction with Forms 3900 and 3901.

Form 3901-T.. Time card for temporary employees during the Christmas season.

(b) At second-class offices not having city delivery service and at third-class offices, Form 3988-T shall be used to maintain the official time records of employees and officials. The instructions in the following paragraphs of this article relative to the verification of time cards shall apply to Form 3988-T insofar as they are applicable.

(c) The heading of each time card should show accurately, legibly and completely, the name of the employee (as carried on the payroll), clock number, if any, roster designation, the unit to which assigned, and the date the pay period ends, including the year. The designation on time cards used by substitutes shall be that of the character of service performed regardless of the actual roster designation of such employees. Where mechanical addressing equipment is available, the name of the employee, designation, and the date the pay period ends, should be inserted on time cards by such equipment.

(d) Only one time card, Form 3900, shall be used by each regular employee each pay period, except two-trip and three-trip carriers who shall use two and three cards, respectively. A separate time card, Form 3901, shall be used by each substitute employee in each unit where he is employed during the pay period. This does not apply to regular employees since all time cards for those employees are located in one unit. Substitute employees shall use separate time cards, Forms 3901, for each type of service performed. Time cards, Forms 3900 and 3901, shall not be carried by employees, except station examiners and carrier foremen making route inspections, from one unit to another. All time clock recordings for the day should be shown on one side of a time card. For example, if the unused blocks at the bottom of a card are insufficient to accommodate the full day's clock recordings, the unused blocks should be disregarded and clock recordings covering the entire day shown on the opposite side of the card, or on a new card, whichever is appropriate.

(e) All time cards must remain in the unit where the service is performed until the close of the pay period. After determining and recording the column totals

for the pay period, the cards shall be transmitted to the superintendent of postal finance or payroll section without delay. Postmasters should make arrangements to have the time cards transmitted as soon as possible after the end of each tour following the close of the pay period. When time cards of regular employees reach the payroll section, payment shall be computed on the basis of an 8 hour tour of duty and the odd minutes disregarded if within the 5 minute leeway.

(f) Where time recorders register the date, no further date entries shall be made on the time cards. When no date is shown by time recorders, or when an employee is absent, verifying employees shall insert the date in the space provided for that purpose. In the latter instance, it is only necessary to record the figure of the date involved, as information covering the month and year is shown in the heading of the time cards. Rubber dating stamps should not be used.

(g) All entries on time cards shall be entered in hours and minutes except for annual and sick leave which shall be entered in even hours.

(h) Irregularities in clock rings shall be covered by supervisors placing their initials in the upper portion of the block "Verified By," also used by the verifying employee.

(i) Postmasters should designate a convenient time for daily removal of time cards from racks for verification purposes so as not to interfere with employees calling for cards to ring in or out on time recorder clocks.

44. Use of time clocks.—At offices supplied with time recorders the recorders shall be used by all those below the grade of superintendent in reporting for duty, on leaving for and returning from trips or meals, and at the close of their tours of duty. Superintendents and those above the grade of superintendent shall record their time on the time cards either by writing in the time involved or by the use of time recorders. The record taken from the time cards shall constitute the official time record.

At post offices not equipped with time recorders the prescribed forms (3900 and 3901) shall be used in keeping the time of employees. The time shall be recorded in ink by employees in the spaces provided for clock rings.

45. Time record of regular employees, Form 3900.—(a) At the close of each day, employees should record with black pencil in the space "Employee's Total" the total number of hours and minutes of employment, and extend the overtime and night differential hours, if any, in the proper columns. A total of 8 hours should be shown as the regular tour of duty if within the 5-minute leeway. Care should be

exercised in this work as an aid in making correct payments. Time in excess of 8 hours daily of supervisors shall be recorded with black pencil in the overtime column.

(b) In recording hours and minutes on time cards, two ciphers should be recorded as well as the hour figure when the hours to be entered are even in all columns except the annual and sick leave columns. For example, enter "8:00" for 8 hours; "1:00" for 1 hour.

(c) All entries in total for the day except "Employee's Total" should be placed on the time cards in the proper columns immediately above the heavy black line in the proper block for the day. The entries shall be recorded in the block showing the last clock ring of the day. For example, a two-trip carrier will use two blocks each day, one for each trip. The total time worked shall be recorded in the space "Employee's Total" in the same block, and no recordings shall be made in the first block.

(d) Supervisors, or clerks under their supervision, in the units where the employees are assigned shall carefully verify the daily entries recorded by employees against the clock recordings. As evidence of such verification, they shall place their initials in the spaces provided for that purpose. This verification must be made daily.

(e) If an entry made by an employee is found to be incorrect, or illegible, or written in such manner as to make adding of columns difficult, the verifying employee should make appropriate changes. If an employee fails to extend his time for the day to the proper columns, the extension should be made by the verifying employee. All entries made by the verifying employees should be in ink.

(f) When an employee is absent, including compensatory time, the verifying employee shall enter the date in the proper space in the block following the block of the previous day's employment. The number of hours of absence shall be entered in the proper column in accordance with the cause of absence. A block shall be used for each day's absence.

(g) Absences on Saturdays, Sundays, and holidays shall be indicated by the insertion of the words "Saturday," or "Holiday" as the case may be in the spaces provided for clock rings in separate blocks following the recording of the previous day's employment.

(h) Every day in each pay period must be accounted for on time cards of regular employees.

(i) When compensatory time is granted, the number of hours of absence shall be entered in the proper column. Immediately above that figure, the reason for the compensatory time shall be indicated (SS for Saturday, ST for Sunday, or HT for holiday). The date the compensatory time

was earned shall be shown in the same column such as 10/5 for October 5, 9/3 for September 3, etc.

(j) When the face of each time card is completed, the verifying employee shall add the columns, except the compensatory and employee's total columns, in hours and minutes, and record such totals in the spaces provided. The totals shall be carried forward to the reverse side of the time card. At the close of each pay period, the grand totals shall be determined and entered in the spaces provided for that purpose.

(k) When more than one time card is used by an employee, the subtotals shall be carried forward to the next additional time card. Such filled cards shall be removed from the racks and retained in the unit. All time cards used by individual employees during the pay period shall be assembled and stapled or clipped together at the close of such period in date sequence so that the top card will reflect the beginning of the pay period and the last card the end, with grand totals at the bottom of the last card.

46. Time record of hourly rate employees, Form 3901.—(a) The same procedure with respect to clock recordings, daily entries, verification, and adding of columns on Form 3900 shall be followed in the use of Forms 3901, except that the column headed "Employee's Total" will be added. The service performed, including travel time in a pay status, shall be recorded in total each day. The entry shall be made in the "Employee's Total" column immediately above the heavy red line in the block showing the last clock ring of the day.

(b) Separate blocks shall be used each day to record absence of hourly rate employees on annual or sick leave. The number of hours of absence shall be recorded in the proper columns as well as in the employee's total column. Absences on Saturdays, Sundays, and holidays shall not be shown, unless the absence is with pay.

(c) When a substitute employee serves a route in lieu of a regular carrier, the number of such route shall be entered by the employee in the blank space in the "Verified by" column on the day involved. The verifying employee shall record the name of the substitute employee in any available spaces on the absent regular carrier's time card, Form 3900.

(d) When a substitute employee assists a regular carrier, the number of the route on which the auxiliary service is performed shall be entered in the blank space in the "Verified by" column on the substitute's time card, Form 3901.

(e) Time cards of hourly rate employees shall be retained in each unit until the close of the pay period. The columns shall

be added and totals recorded in the proper spaces. They shall be transmitted to the superintendent of postal finance or the payroll section.

47. Time record of travel, Form 3902.—(a) This form shall be used to record travel time of all employees in a pay status; also to cover temporary detail of regular employees from the main office to a station or branch, and vice versa, or between stations or branches.

(b) When travel time of a regular employee is involved, the employee shall register on his time card, Form 3900, the ending time at the unit where regularly assigned and at the same time register the leaving time in space "L" on a Form 3902 in the first block. The employee shall carry the form to the station or branch where detailed. Upon arrival the employee shall register the arrival time in space "E" on Form 3902 in the same block. Form 3902 shall be used in the regular manner the remainder of the day, subsequent clock rings being recorded in the second block. The extensions of the hours of service performed, including the travel time, shall be recorded on the form at the close of the day. The form shall then be transmitted by the supervisor to the unit where the employee is regularly assigned. At that point the total time (not the clock rings) shown on Form 3902 shall be added to the time shown on the regular employee's time card, Form 3900, and the extensions of the hours of service performed for the entire day shall be made on the latter form by the verifying employee. The name of the unit where the employee was temporarily detailed should be recorded in the "Comp." column space on Form 3900.

(c) When no travel time is involved covering a regular employee temporarily detailed from his regularly assigned unit to another unit, the employee shall use a Form 3902 each day at the station or branch where temporarily detailed. Clock rings shall be recorded on the form in the usual manner. The completed form at the close of the day shall be transmitted to the unit where the employee is regularly assigned. At that point the total time (not the clock rings) of the hours of service performed shall be transcribed to the employee's regular time card, Form 3900, by the verifying employee. The name of the station or branch where the temporary detail occurred shall be shown on Form 3900 in the "Comp." column in the block for that day.

(d) When a regular employee is detailed from his regularly assigned unit to another unit for an extended period, the employee's regular time card, Form 3900, should be forwarded to the latter unit for his use for the duration of the temporary detail. This obviates the use of Forms 3902 each day. If the detail terminates

prior to the close of the pay period, Form 3900 should be promptly returned to the unit where the employee is regularly assigned. If the detail extends into the next pay period, Form 3900 should be forwarded to the superintendent of postal finance or payroll section at the close of the pay period. In the latter case, a new Form 3900 should be prepared and used by the employee in next pay period.

(e) When travel time of hourly rate employees is involved, the hourly rate employee shall register the ending time on his time card, Form 3901, in the unit where assigned. He shall register the leaving time on a Form 3902 in space "L." The hourly rate employee shall carry the form to the station or branch where next employed and there register his arrival time in space "E." If the hourly rate employee had not previously been employed during the pay period at that station or branch, a Form 3901 shall be prepared for his use. The supervisor shall enter thereon with ink in space "B" for that day the leaving time as shown on Form 3902. The time card, Form 3901, shall then be used in the regular manner the remainder of the day.

(f) If before an hourly rate employee has started to work at the regularly assigned unit he is detailed to another unit, he shall register his leaving time on Form 3902 in space "L." Thereafter the same procedure will be followed as outlined in the preceding paragraph.

(g) At the close of each pay period all Forms 3902 shall be attached to the Forms 3900 or 3901 to which they relate.

48. Service card, Form 3903.—(a) The purpose of the service card is to reduce the quantity of Forms 3902 used, and to provide a single form for use during an entire pay period which will show the time clock rings of parcel post carriers, collection carriers, and certain motor vehicle employees who are required to register their time at units other than the one where their standard time cards, Forms 3900 and 3901 are located.

(b) The service card is printed on both sides with spaces for clock rings on both right and left margins and will accommodate a total of 148 clock rings. It is the same size as the standard time cards but is printed with green ink to distinguish it from those forms.

(c) Where time recorders register the date, no further date entries shall be made on Form 3903. When no date is shown by time recorders, verifying employees shall insert the date in the space provided for that purpose. In the latter instance, it is necessary only to record the day of the month involved as information covering the month and year is shown in the heading of the cards.

(d) Following is an example of the use of Form 3903 in the case of a parcel post carrier who begins and ends his tour of duty at a garage not located in the post office building or immediately adjacent thereto: In cases where the standard time cards, either Form 3900 or Form 3901, depending on whether the employee is a regular or a substitute, are located at the main office, station, or branch from which the carrier operates, the carrier will ring "B" each day on his service card at the garage to show the time of reporting for duty. He will carry the service card with him to the main office, station, or branch, where upon arrival he will ring "B" on his standard card and place both cards in the rack. During the period both cards are in the rack, the clerk assigned to verifying time will review all clock rings on both cards for the previous day and make the necessary extensions of time only on the standard card. Subsequent clock rings for the day will be made on the standard card, the last ring of the day being "E" at the main office, station, or branch. The carrier will take his service card with him to the garage where he will ring "E" to indicate the end of his day's work. The service card will remain at the garage overnight and will be carried back to the main office, station, or branch the next day by the carrier. No extensions of time shall be made on the service card since extensions are made only on the standard card. Clock rings on the service card shall not be transcribed to the standard card, but they must be considered by the verifying employee in determining the total time employed by the carrier.

(e) In cases where standard time cards are located at the garage, the example cited above will be reversed so that the Service Card will be used at the main office, station, or branch instead of at the garage.

(f) The service cards shall be attached to the corresponding standard time cards at the close of the pay period before transmission of such cards to the superintendent of postal finance or payroll section.

49. Treatment of time records in payroll section.—(a) Upon receipt of completed time cards, Forms 3900, clerks assigned to payroll work shall check the annual and sick leave shown thereon with leave records maintained on Form 1590. They should carefully check leave without pay shown on time cards to determine whether proper charges have been made by verifying employees. If errors are discovered, corrections shall be made on the time cards. The hours of annual and sick leave, and leave without pay and amounts of related deductions, hours of overtime, and night differential shall be recorded on Form 1590 in total for the pay period. The performed service shall then be posted to quarterly

voucher Forms 1590-A and the salary for the period shall be computed on such vouchers.

(b) Hourly rate employees' time cards, Form 3901, received from various units, shall be arranged alphabetically by employees' names in order to bring together the time cards of those who performed service in more than one unit. In such cases the total service performed shall be determined in the payroll section. The leave records on Forms 1591 shall be checked to determine if any annual and sick leave shown on Forms 3901 is due the employee. The number of hours, annual and sick leave, and leave without pay shall be recorded on Form 1591 in total for the pay period. The number of hours annual and sick leave accrued shall be recorded on Form 1591 at the end of the last pay period each month. The service performed shall be posted to the quarterly voucher Forms 1591-A, and the salary shall be computed thereon."

(c) Verification of column totals on Forms 3900 and 3901 should be made in the payroll section. However, this verification need not be made prior to the time salary payments are made. Any discrepancies noted shall be adjusted in the following pay period. Adjustments of time relating to under or over payments of salaries should be made on the time cards, Forms 3900 and 3901.

Service and Pay Records

50. A complete and accurate service and pay record must be maintained for each employee at first-, second- and third-class offices. The service and pay record must reflect all leave, payments, and deductions and must be kept posted currently each semimonthly pay period from the individual time records of employees.

NOTE.—Offices equipped with pay roll accounting machines will follow the special instructions contained in the Manual of Instructions for the Preparation of Pay Rolls by Pay Roll Machines.

51. *At first- and second-class offices.*—(a) At first- and second-class offices service and pay records are maintained on Form 1590 for annual rate employees. The record shall contain the employee's name, number, roster designation, tax code, salary grade, and a record of any salary change during the fiscal year. A record of annual and sick leave used; hours of leave without pay and the amounts of related deductions; hours of overtime and night service performed; and the amount of United States Savings bond deductions, must be posted each pay period. The forms are also arranged so as to provide a record of savings bond pledges, accrued annual and sick leave, the amount of base

pay earned during the calendar year and retirement deductions therefrom, overtime and night service payments, the gross amount of salary paid during the calendar year and deductions for Federal taxes thereon, and for employees at first-class offices only, the number of the salary voucher used each quarter.

(b) At first- and second-class offices service and pay records of hourly rate employees are maintained on Form 1591. The record should contain the employee's name, number, roster designation, tax code, character of service performed, hourly rate, and a record of any change in rate during the fiscal year. It should also indicate whether or not the employee is subject to retirement, and the dates of appointment as temporary, classified, or regular when applicable. A current record of hours leave without pay, annual leave hours and sick leave hours used and credited and savings bond deductions, for the period must be posted each pay period. The forms are also arranged so as to provide a record of savings bond pledges, accrued annual leave credits, accrued sick leave credits, the gross amount of salary paid during the calendar year and deductions for Federal taxes thereon, and the amount of base pay earned during the calendar year and retirement deductions therefrom, and for employees at first-class offices only, the number of the salary voucher used each quarter.

52. *At third-class offices.*—At third-class offices service and pay records of postmasters and employees are maintained on pages provided for that purpose in the cashbook. The pages for maintaining the service and pay record of regular employees are comparable to Form 1590 (see art. 53 (a)) and those for maintaining the service and pay record of hourly rate employees are comparable to Form 1591 (see art. 53 (b)). Forms 1590 and 1591 shall not be used at third-class offices if the number of pages provided in the cashbook for service and pay records is sufficient. However, if additional space is required, copies of these forms may be secured and used.

Completion of Payroll

53. *Regular (annual rate) employees.*—Employees assigned to payroll work shall check the annual and sick leave shown on time cards with records of leave accrued and earned maintained on service and pay records (Forms 1590 or cashbook). Leave without pay shown on the time cards should be carefully checked to ascertain whether proper charges have been made by verifying employees. If errors are discovered, corrections will be made on the time cards. Leave without pay shall be recorded in hours on service and pay records, in total

for the pay period; and the total overtime and night differential hours shall also be posted to the same forms. The performed service shall then be posted to the quarterly vouchers (Form 1590-A) and the salary for the period computed on the vouchers.

54. Hourly rate employees.—Time cards (Form 3901) received from the various units, shall be arranged alphabetically by employees' names in order to bring together the time cards of hourly rate employees who performed service in more than 1 unit. In such cases the total service performed shall be determined by payroll clerks. Annual and sick leave shown thereon shall be checked with records of leave accrued and earned, maintained on service and pay records (Form 1591 or cashbook). Annual and sick leave shall be recorded in total for the pay period in the proper columns on the service and pay record. The service performed shall be posted to the quarterly vouchers (Form 1591-A) and the earnings for the period computed on the voucher.

Recording and Accounting for Special Delivery Fees Paid

55. (a) At first-class offices a record of the number of special delivery articles delivered each semimonthly pay period by rural and star route carriers shall be maintained on service and pay record Form 1592. The service performed shall be posted to the quarterly vouchers, Form 1592-A.

(b) At the second-, third-, and fourth-class offices the record of special delivery articles received and the name of the messenger or rural carrier to whom assigned for delivery shall be maintained on Form 3953. The delivering employee shall obtain receipt for the articles on Form 3954. The fees paid shall be scheduled on the quarterly postal account.

Vouchers for Salary Payments

56. The certification of a postmaster to his quarterly account constitutes a receipt for salary payment. For salary payments to all other classes of employees properly executed vouchers must be prepared and transmitted with the postal account in which credit is claimed.

Provision is made for showing on vouchers (and payrolls) the hours of leave without pay; the payment for service performed at basic rates, and any night or overtime service for which additional compensation is paid; and also deductions for retirement, Federal taxes, and United States savings bonds.

For annual rate employees there will be no entries made on the voucher as to hours of service when full service is rendered during a pay period. However, if an employee is absent on leave without pay, the number of hours of such absence will be

entered in the appropriate column on the face of the voucher, and the dates and hours of leave without pay recorded on the reverse side in the space provided for this purpose. Hours of overtime service will also be recorded in the same manner.

Space is provided on the salary voucher for recording the voucher number used each quarter, for both annual rate and hourly rate employees. However, the numbering of vouchers will be required at first-class offices only.

The hours of service shown on vouchers of hourly rate employees should be the total number of hours of actual service, plus any annual and sick leave with pay, during the pay period.

Credit will not be allowed in the audit of accounts unless vouchers are prepared properly. Each voucher should be carefully examined before the quarterly account which it supports is forwarded to the regional accounting office. The signature of the person who rendered the service and received payment must be secured on the voucher, unless payment is made by a check on the Treasurer of the United States. The names and signatures on vouchers must correspond. At first-class offices where salary payments are made by checks drawn on the Treasurer of the United States, the check numbers shall be entered on pay vouchers in lieu of signatures, in the spaces provided for signature.

The name of the paying post office must be shown in the space provided therefor in the lower right-hand corner of each voucher. Failure to do so may result in disallowance of credit for the payments shown on a voucher which may become detached from the account which it supports while in transit or before the audit has been completed.

57. Credit to be claimed in accounts for the quarter in which service is rendered.—Payment for the last pay period in each month must be made on the first of the following month or as soon thereafter as practicable. However, salary payments made on or after the first day of a new quarter for service rendered during the last pay period of the preceding quarter should be recorded on the pay vouchers and credit therefor claimed in the accounts covering the quarter in which the service was rendered.

58. Salary payments when change of postmaster occurs.—*(a) First-, second-, and third-class offices.*—Whenever a change of postmasters occurs at a first-, second-, or third-class post office and the transfer is made at the close of the quarter, the account of the foregoing postmaster should be completed to include receipts and disbursements for the complete quarter in the regular manner. In the case of a trans-

fer at the close of a pay period prior to the end of the quarter, salary payments for the elapsed portion of the quarter should be made and credited in the account of the outgoing postmaster. In the case of a transfer which occurs on a date other than the last day of a pay period, the account of the outgoing postmaster should reflect the salary of the postmaster to and including the date of transfer, but should include salary payments to employees only for those pay periods which have been entirely completed by the date of transfer. In connection with transfers not made at the close of the quarter, the outgoing postmaster shall submit disbursement summaries on the appropriate forms showing the salary payments made to the date of transfer, but shall not forward the related vouchers with his account. He shall note in red ink figures at the top of each individual salary voucher the amount of salary he actually paid during the quarter and which was included in his disbursement summaries and account. Treasury checks issued for salary or other payments credited in a final account must be dated not later than the last day of service of the outgoing postmaster.

The incoming postmaster at a first-, second-, or third-class office shall render an account for the period served by him, but shall claim credit therein only for salary payments made by him during the quarter. In the case of transfer on a date other than the last day of a pay period, the incoming postmaster shall make subsequent salary payments to employees in the regular manner, including payment for the portion of the pay period which had elapsed at the time of transfer. Such payments should be entered on the same vouchers used for prior pay periods in that quarter. The incoming postmaster shall submit with his account for the part quarter the vouchers covering all salary payments for the quarter and disbursement summaries showing only those payments made by him. He shall note in red ink figures at the bottom of each individual salary voucher the amount of salary he actually paid during the quarter and which was included in his disbursement summaries and account.

These instructions also shall be observed in the preparation and rendition of accounts in cases where the status of the postmaster is changed through reappointment from acting postmaster to postmaster or through the execution of a new bond.

(b) *Fourth-class offices.*—When a change of postmaster occurs at a fourth-class office, the outgoing postmaster shall render a final account up to and including the day on which he surrenders the office, and pays the employees, if any, of the office for the period served by him. The

successor shall render an account and make payment to the employees for the remainder of the quarter, commencing from the next day after taking possession of the office.

59. Errors in preparing salary vouchers.—Whenever an error is made in recording an amount on a salary voucher, a new voucher should be prepared. A salary voucher which has been changed or upon which erasures have been made is not acceptable in the audit of accounts as evidence of payment. Whenever an extra voucher is not available for use in lieu of a voucher on which an alteration has been made, the initials of the employee whose name appears on the voucher should be obtained adjacent to or over the alteration, or the employee should furnish a valid receipt on the reverse side of the altered voucher. The initials of the postmaster, or the employee who prepared the voucher, will not be accepted in lieu of the initials of the payee named on an altered voucher.

60. Reclaimed items.—When credit for a salary payment is disallowed because of an irregularity in a voucher or payroll or through failure to submit a properly executed voucher or payroll and the amount is otherwise allowable, credit for the amount involved may be reclaimed in a subsequent account rendered for a quarter not later than two fiscal years following the year for which the funds were appropriated. When an item is reclaimed in the fiscal year in which the original payment was made it should be reclaimed in A/C 570. Reclaimed items payable from prior fiscal year appropriations should be entered separately, by accounts and by fiscal years, in A/C 580.

Correction of Overpayments and Underpayments

61. Current quarter.—Overpayments or underpayments, which can be corrected within the quarter in which they occur, shall be made by decreasing or increasing the amount of the next payment. Star (*) the incorrect entry and explain in footnote or on reverse side of the pay voucher as “*Overpaid 75 cents, deducted from August 1 payment.” Also star the correcting entry and explain as “*Deducted 75 cents to correct July 16 payment.”

62. Prior quarters.—(a) *Overpayments.*—Adjustments of overpayments made in a prior quarter should not be entered or reflected on vouchers covering payments for the current quarter. The amount of such overpayments should be collected and debited in the next postal account in A/C 060 (Salaries Refunded) if the overpayment is noted and adjusted by the postmaster. The overpayment will be reflected in a certificate of settlement for debit in A/C 044 if the amount was disallowed by the regional accounting office.

Such collections must be supported by Form 1283, Schedule of Refunds of Salary Overpayments. Form 1283 must be prepared in duplicate, as the original and one copy are required with each quarterly account in which collections of salary overpayments are debited in either A/C 044 or A/C 060. A separate form, in duplicate, is required to support debits of this character in either A/C 044 or A/C 060.

(b) *Underpayments.*—In the case of an underpayment discovered after the close of the quarter, an additional payment of the amount due shall be made and a separate pay voucher prepared to accompany the account in which credit is claimed.

In order to claim the additional salary due an employee for the period he was underpaid, new vouchers must be prepared at the correct rates of pay for each quarter involved. The totals should be carried to the reverse of the corrected vouchers and the amounts originally paid deducted to determine the amounts due. Receipts for the adjusted payments should be taken on the reverse side of the vouchers.

If the additional payments pertain to a prior *calendar* year the Federal tax deductions on the corrected vouchers must be the same as originally taken. No adjustment may be made in Federal taxes withheld for prior calendar years, but the gross additional payment must be reported on Form W-2 for the year in which it is made. (See par. (c).)

The additional retirement deductions should be reported in A/C 070 of the postal account for the quarter in which the adjustment is made.

The total additional payments for each prior *fiscal* year should be entered separately in the quarterly postal account A/C 580.

In those cases where semimonthly payrolls, prepared by payroll accounting machines, are submitted in lieu of vouchers a separate payroll sheet (Form 1594-f, 4260-f, or 5382-f) shall be used for any salary payment chargeable against an appropriation for a prior fiscal year. The sheet must be endorsed to indicate the fiscal year involved. When both current and prior fiscal year payments are included on the semimonthly payroll summary (Form 1594-A, 4260-A, or 5272), the current fiscal year payments shall be shown as a subtotal, followed by the prior fiscal year payments, and a grand total including the amount for both current and prior fiscal years.

(c) *Federal taxes on erroneous payments adjusted after the close of the calendar year.*—As a consequence of the procedure followed in depositing and accounting for withholding tax funds, the amount of tax withheld from the wages of an employee cannot be adjusted through postmasters' accounts after the close of the calendar year

in which the tax was withheld. In any case involving collection from an employee because of an overpayment in a prior calendar year, the collection should include the amount of tax withheld from the erroneous wage payment. For withholding tax purposes, any adjustment of an erroneous wage payment after the close of the calendar year should be considered as an increase or decrease, as the case may be, in the amount of wages earned during the calendar year in which the adjustment is made.

Quarterly Summaries of Salary Payments

63. (a) Quarterly summaries are required in support of amounts claimed in the quarterly accounts for salary payments. At first- and second-class offices a separate summary must be prepared in duplicate for each salary account. The original should be forwarded with the postal account and the duplicate retained in the files of the office. Care must be exercised to insure that a separate summary (Form 1593 at first- and second-class offices) is made of payments from each appropriation, and that separate subtotals are recorded thereon for each group of employees paid from the same appropriation. Space is provided on the third- and fourth-class quarterly postal accounts (Form 1550-T/C or 1550-F/C for summarizing salary payments to each employee.

(b) Separate summaries (Form 1593) are required from first-class offices of payments for special delivery compensation (A/C 222); and for salary payments to postmaster (A/C 201); assistant postmaster (A/C 202); clerks (A/C 211); city carriers (A/C 221); motor-vehicle employees (A/C 231); and custodial employees, including classified and unclassified cleaners, (A/C 261). The salary vouchers at first-class offices (Forms 1590-A and 1591-A) must be numbered consecutively beginning anew each quarter. The inclusive voucher numbers used each quarter must be shown on Form 1593, and the total amounts paid regulars and substitutes must be shown separately.

(c) Separate summaries (Form 1593) are required from second-class offices for salary payments to postmaster (A/C 201); assistant postmaster (A/C 202); clerks (A/C 211); city carriers (A/C 221); and custodial employees, including classified and unclassified cleaners, (A/C 261). Salary vouchers used in second-class offices should not be numbered and the name of each regular and substitute employee must be entered on Form 1593-S/C, showing the amounts paid and deductions for the entire quarter.

(d) Quarterly schedules Form 1282 of payroll deductions for retirement (A/C 070), Federal taxes (A/C 074), and savings-bond purchases (A/C 076) are re-

quired showing the total deducted from the salaries of each class of employees at first- and second-class offices. The total deductions should equal the amount debited in A/C's 070, 074, and 076, respectively. Form 1282 should be prepared in triplicate, according to the instructions on the form. The original and one copy should be submitted with the quarterly account and one copy retained on file.

(e) Schedules of refunds of salary overpayments are required on Form 1283 when collections of salary overpayments in prior quarters are debited in either A/C 044 or 060 in the quarterly account from any first-, second-, or third-class office. Separate schedules are required to support debits of this character in either A/C 044 or 060. Three copies of Form 1283 should be prepared, the original and one copy to be submitted with the quarterly account, and one copy retained on file.

DEDUCTIONS FROM SALARY PAYMENTS

Retirement

64. Employees eligible for retirement benefits.—Regular and hourly rate employees appointed to the following positions are within the Retirement Act; Clerks and supervisors; mail handlers; city and village carriers; employees of the motor-vehicle, custodial, and pneumatic-tube services; regular and substitute special delivery messengers at first-class offices; and regular rural carriers.

Job cleaners appointed for an indefinite period or for a period in excess of 1 year and whose basic salary amounts to as much as \$20 per month are eligible for retirement benefits. Retirement status is acquired, beginning with the calendar month in which both of the above conditions are met. Once a retirement status is acquired, because of the period of appointment and earnings, deductions will be taken during the period of continuous employment, even though the earnings may fall below \$20 per month. The base pay for any additional service performed (including special-delivery service at first-class offices only) is likewise subject to retirement deductions.

Regularly appointed postmasters at offices of all classes are eligible for retirement benefits. However, acting postmasters do not have retirement status unless appointment as acting postmaster was made without a break in service from some position within the purview of the Retirement Act.

65. Employees not eligible for retirement benefits.—Acting postmasters, clerks in fourth-class offices, substitute rural carriers, and persons serving under temporary appointments made since March 7, 1946, are excluded from the operation of the Retirement Act, unless they are eligible for retirement benefits by reason of continuity of service, or by reason of employment in another position within the purview of the Retirement Act. Service as special-delivery messenger at second-, third-, and fourth-class offices is not creditable.

66. Retirement deductions.—The basic pay of each employee within the purview of the Retirement Act is subject to retirement deduction of 6 percent each pay period. Payments for overtime or night work differential shall not be used in computing retirement deductions. Where Postal Service Pay Tables (Form B/A-10) are furnished they should be used in determining the amounts to be deducted for retirement.

No deductions are made from payments for special-delivery service properly paid for on a fee basis. The basic pay for any other additional or dual service performed by an employee having a retirement status is subject to retirement deductions of 6 percent. Additional or dual service may consist of any of the following: (1) In custodial service, (2) as substitute clerk, (3) as substitute city or village carrier, (4) as temporary or substitute rural carrier, (5) in vehicle service, and deductions from basic pay must be made if a retirement status has been attained in either position.

Notation should be made on the semi-monthly certificate of service for substitute rural carriers indicating the retirement status of the substitute carrier for the information of the rural disbursing postmaster. Once an employee attains a retirement status and his position is thereafter changed without a break in service, it is mandatory that retirement deductions from his salary be continued.

Retirement deductions from salaries earned by classified employees became effective August 1, 1920. From August 1, 1920, to June 30, 1926, deductions were made at 2½ percent of the basic salary; between July 1, 1926, and June 30, 1942, deductions were made at 3½ percent of the basic salary; between July 1, 1942, and June 30, 1948, deductions were made at 5 percent of the basic salary; and since July 1, 1948, deductions have been required at 6 percent of the basic salary.

67. Accounting for deductions.—The amounts deducted for retirement should be recorded in the service and pay record of each employee and in the cashbook, and debited in A/C 070 in the quarterly account. Debits in the quarterly accounts should be supported by entries on vouchers or payrolls and summaries of salary payments and schedules of deductions.

Funds deducted for retirement should be included with other surplus funds deposited.

68. Annual report of retirement deductions.—Following the close of each calendar year an annual report of retirement deductions should be submitted to the Post Office Inspector General.

69. Annual report of retirement deductions.—Following the close of each calendar year an annual report of retirement deductions should be submitted to the Post Office Inspector General.

tions is required on Form 1280 from all first-, second-, and third-class offices, except certain large offices where individual retirement records are maintained under special instructions. Forms 1280, with instructions for completing and submitting will be furnished without requisition at the close of the calendar year. The report should be sent to the Bureau of Accounts at Washington.

69. Retirement accounts.—The money deducted from an employee's salary or deposited by him is credited to his individual account in the retirement fund, and interest accrues thereon at the rate of 4 percent per annum to December 31, 1947, and 3 percent per annum thereafter, compounded on December 31 of each year during his tenure of service.

Except for the accounts of employees in the Postal Transportation Service and certain large offices operating under special instructions, an individual account of retirement deductions withheld from the compensation of each employee in a retirement status is maintained in the Bureau of Accounts at Washington.

70. Personnel actions which affect retirement accounts.—(The following instructions (a), (b), and (c) do not apply to certain large offices where individual retirement accounts of employees in a retirement status are maintained under special instructions.)

(a) *Appointments.*—When an employee at a first- or second-class office receives a probational or probational-indefinite appointment, when a job cleaner acquires retirement eligibility and, at first-class offices only, when a special-delivery messenger acquires retirement eligibility, an individual retirement record, Form 2806, should be prepared and submitted to the Bureau of Accounts at Washington. At third-class offices an "Official Personnel Record," Form 1280-P, should be submitted by the postmaster when a clerical employee acquires a retirement status, by appointment or otherwise, in order that an individual retirement record may be set up.

(b) *Transfers.*—When a classified employee transfers from one post office to another, or to another branch of the postal service, the postmaster shall prepare Form B/A-201 and forward it to the Bureau of Accounts at Washington.

(c) *Separations.*—When a classified employee or an employee who has acquired a retirement status (including postmasters) is separated from the service, the postmaster shall prepare and forward a "Report of Separation," Form B/A-201.

This report must show the 100 percent basic salary and the deductions made for retirement for the preceding calendar year and the portion of the current calendar year to date of separation and must be submitted

to the Bureau of Accounts at Washington promptly after an employee separates.

Federal Taxes Withheld

71. Withholding exemption certificates.—A properly executed withholding exemption certificate (Form W-4) for each person paid thereat, including the postmaster, must be on file in each office, for use in determining the proper withholding tax on payments to the respective employees.

Withholding exemptions should be allowed to each employee, in computing the amount of tax to be withheld, on the basis of the withholding exemption certificate, Form W-4, filed by the employee. If an employee fails or refuses to furnish a signed certificate, tax should be withheld as if the employee had claimed no withholding exemptions.

Each new employee should be required to execute a Form W-4 on or before commencement of employment, and each such form should be made effective upon the first payment of wages thereafter. Once filed with the postmaster, the withholding exemption certificate will remain in effect until an amended certificate is furnished.

Each employee is required to file an amended certificate within 10 days after any change in his status, which reduces the number of exemptions he is entitled to claim. Prior to December 1 of each year, postmasters should request each employee to file an amended withholding exemption certificate for the ensuing year, in the event any change has occurred in the exemption status of the employee since the filing of the latest certificate.

Amended Forms W-4 should be made effective upon the first, if possible, but not later than the second payment of wages after the amended certificate is filed. When Form W-4 is amended during the quarter, the salary voucher or other comparable records should be endorsed to show the date the change in the tax code of the employee became effective and the tax codes applicable before and after the change.

72. Withholding taxes.—Taxes shall be deducted each pay period from the gross amount of salaries or wages paid to employees of the postal service, including payments for overtime and night differential, in excess of the withholding exemptions allowed under the Internal Revenue Act. The amount of tax to be withheld from each payment of wages to any employee, except postmasters at fourth-class offices, will be determined from the current official table of semi-monthly pay and withholding exemptions published periodically in the Postal Bulletin or other official instructions of the Post Office Department. The amounts to be deducted each semimonthly pay period for Federal withholding tax on the compensation of fourth-class postmasters

should be computed from the tables of deductions on quarterly wages in the Fourth-Class Postmaster's Cashbook.

73. Payments not subject to withholding tax.—Payments made to contractors, including railroad, steamship, and air-mail companies, star route carriers, mail messengers, station contractors, and screen wagon contractors are not subject to withholding tax. Other payments which are not subject to withholding tax are those made to postal employees as reimbursement for traveling expenses, the use of privately owned automobiles, trucks, and bicycles and that portion of payments made to rural carriers which represents reimbursement for equipment maintenance and that portion of the amount allowed postmasters at fourth-class offices for rent, light, and fuel.

74. Dual service and supplemental wage payments.—Where dual service is rendered, the tax must be based upon the combined wages paid by any one postmaster or disbursing officer. If supplemental wages, such as bonuses, adjustments of underpayments of salary or overtime pay, are due for any period of the current quarter, they should be combined with the regular pay due for the current pay period for the purpose of determining Federal tax to be withheld, and the voucher should be completed in the manner outlined in article 61 of this chapter. Amended vouchers should be prepared in connection with underpayments relating to prior quarters, recomputing the Federal tax on the increased gross payment for each quarter of the current calendar year. In preparing an amended voucher relating to a prior calendar year, the tax previously deducted shall be recorded on the amended voucher and no additional tax withheld. In any case, the additional gross amount paid should be included on Form W-2 and reported in the same manner as the regular compensation applicable to the current calendar year. A lump-sum payment for accrued annual leave due an employee at the time of separation is subject to withholding tax. In such cases the tax must be determined as if the aggregate of the final salary payment and the lump-sum payment for leave were a single wage payment for the payroll period irrespective of whether the lump-sum payment for leave is paid at the same time as the last regular salary payment.

75. Accounts and reports.—The amounts of Federal taxes withheld should be recorded on the service and pay record of each post office employee and in the cashbook or other forms provided for that purpose and debited in A/C 074 in the quarterly account. Debits in the quarterly account should be supported by entries on vouchers or payrolls and summaries of salary payments and schedules of deductions.

The number of withholding exemptions

entered in item V of a properly executed exemption certificate, Form W-4, indicates the tax code of the employee. The tax code of the postmaster should be shown immediately following the name in the heading of the quarterly account. The tax code of other employees must be indicated on vouchers or payrolls in most cases immediately following the name of the employee.

Funds withheld for Federal taxes should be included with other surplus funds deposited. All reports covering taxes withheld from wages shall be to the regional accounting office. Postmasters must not send these reports or the funds withheld to the Collector of Internal Revenue.

76. Withholding statements.—An annual statement to each employee shall be prepared on Form W-2 showing the amount of wages (before payroll deductions) paid to him during the calendar year and the amount of taxes withheld therefrom. All postmasters must prepare this form in triplicate for each person, including themselves and any former postmasters or other former employees, who received wages from allowances or appropriations of the Post Office Department, whether taxes were withheld or not. Forms W-2 for employees of the Rural Delivery Service will be prepared by the disbursing postmaster who makes the salary payments and must not be prepared by other postmasters from whose offices routes emanate. Equipment maintenance pay should not be included in the wages reported on Forms W-2, but the amount thereof may be furnished any rural carrier who makes inquiry in regard thereto.

It is necessary to prepare only one Form W-2 for each person, regardless of how many different types of service may have been performed. For example, if a substitute clerk served also as a substitute carrier his earnings for all services and taxes withheld therefrom should be combined and the totals shown on Form W-2.

The wages and taxes to be shown on Form W-2 are the amounts actually paid and deducted during the calendar year. The tax on wages earned during the last pay period in December each year but paid on or after January 1 of the following year should be reported as tax applicable to the year in which the wages were actually paid and not in the year such wages were earned.

Forms W-2 for all employees, including postmasters and acting postmasters, separated during the calendar year, should be prepared at the time of separation, and the triplicate, Form W-2a, should be kept on file in the office until the end of the calendar year. The original and duplicate Forms W-2 prepared for any deceased employee should be delivered or mailed to his heirs or the administrator of his estate. The triplicate, Form W-2a, should be sub-

mitted, with all other Forms W-2a, with the annual withholding tax report.

The withholding receipt, Form W-2, must be completed in triplicate (or quadruplicate where an additional copy is required for State or local taxing authorities), and the original and duplicate given to the employee from whose wages tax was withheld. The triplicates, Forms W-2a, including those for former employees, postmasters, and acting postmasters, must be submitted with the annual withholding tax report.

77. Annual withholding tax report.—Promptly after the close of each calendar year, all postmasters, except those at offices located in Guam, Puerto Rico and the Virgin Islands, are required to submit a report of wages paid and taxes withheld therefrom, at their offices, during the calendar year.

At first-, second-, and third-class post offices the withholding tax report will be prepared on Form B/A-151. At fourth-class offices it will be prepared on Form B/A-150. Reports from all offices, Forms B/A-151 or B/A-150, must be accompanied with one Form W-2a for each employee who has been on the rolls of the office during any portion of the calendar year. Form W-2a is the triplicate of Form W-2, Withholding Statement.

At offices of the first and second classes a supplemental schedule of taxes withheld shall be prepared on Form 1282-S showing a division of December quarter taxes as claimed in A/C 074 of the postal account. Forms 1282-S must be completed in triplicate. The original should be attached to the original Form 1282 and the duplicate to the duplicate Form 1282, and so submitted with the postal account for the December quarter. The triplicate copy should be retained in the office files.

78. Supply of blank forms.—The blanks for preparing the withholding tax reports, Forms B/A-150 and B/A-151, are furnished postmasters annually without requisition. Supplies of Forms W-2 and W-4 should be secured by district postmasters from their designated supply offices and supplies of these two forms required by supply offices and other first-class offices should be secured from the office of the local Collector of Internal Revenue.

United States Savings Bond Deductions

79. Voluntary payroll savings plan.—The following instructions cover the principal accounting procedures involved in the operation of the payroll savings plan for the purchase of United States savings bonds which is in operation in all offices of the first and second classes. They do not apply to offices of the third and fourth classes. The procedure to be followed in securing and reporting pledges and voluntary cash

purchases at third- and fourth-class offices are described in article 45, chapter XVIII.

80. Accounting forms.—Following is a list of additional forms required to maintain the essential accounts and records in connection with the payroll savings plan:

Form 2254—Individual Authorization Card and Record of Payroll Allotment.

Form 1590-S/B—Savings Bond Deduction Record. (At offices equipped with payroll accounting machines only.)

Form 1047—Public Voucher for Refunds.

Form 1048—Memorandum Copy of Public Voucher for Refunds.

Form 1064—Schedule of Disbursements.

Form 904—Postmaster's Monthly United States Savings Bond Account. Revised form providing space in A/C No. 2 for segregating the bonds sold to the public from those sold under the payroll savings plan.

81. Authorization of payroll allotments.—Each employee will be requested to execute a pledge on individual authorization card, Form 2254, which shall be recognized as the employee's request to deduct from his earnings a specified amount each pay period. Normally, all pledges should be in aliquot parts of \$18.75, \$37.50, \$75, \$150, \$375 or \$750, so that it will be possible to balance out periodically each individual account when the amounts deducted each pay period eventually accumulate to a total sufficient to purchase a bond of a given denomination. (See art. 41, ch. XVIII, for amounts of allotments authorized.)

Each Form 2254 should be completed to show the name of the office in the space titled "Place." The form must be signed by the employee from whose earnings the deductions will be made.

Form 2254 is the basic record connected with the Payroll Savings Plan and should be retained as a part of the permanent files of the office. The forms must be available for submission to the regional accounting office in the event request should be made in connection with a claim filed at any future date by an employee from whose earnings deductions were made. Record of the deductions need not be maintained on the reverse side of Form 2254. The form should be completed in all other respects at the time it is prepared and signed by the employee from whose wages the deductions will be made.

82. Record of deductions and purchase of bonds.—An account will be maintained in the space provided on the service and pay record or comparable form for each employee who executes a pledge for the purchase of United States savings bonds. The amount deducted each pay period will be entered in the column provided for "savings bond" deductions on pay vouchers or pay-

roll forms, and this amount will be transcribed each pay period to the column headed "this period" under United States savings bond deductions on the service and pay record.

The first entry in the record of deductions and purchases will be the amount of the deduction for the first pay period, which will be recorded in the column headed "This Period" and also in the column headed "Unapplied Balance." Assuming that the deductions each pay period amount to \$18.75, this amount will be entered in both columns. At the end of the next pay period \$18.75 will be entered in the second line in the column headed "This Period" and the accumulated balance, \$37.50, will be entered in the second line of the column headed "Unapplied Balance." If the \$37.50 accumulated in the account at the end of the second pay period is applied at that time to purchase a bond of a \$50 denomination, no entry will be made in the second line of the column headed "Unapplied Balance," and in lieu thereof an entry will be made on the second line of the column headed "Purchases and Refunds," in the amount of \$37.50, and a line will be drawn through the column headed "Unapplied Balance" to indicate that the account at this point is balanced out. The serial number of the bond will be entered in the column headed "Bond No." This procedure will be repeated each time funds are accumulated in a sufficient amount to purchase a bond. When a balance is left in the account after a bond purchase, the amount of the bond will be recorded in the column headed "Purchases and Refunds" and the difference between this amount and the total accumulated in the account will be entered in the column headed "Unapplied Balance."

83. Filing authorizations of payroll allotments (Form 2254).—At the smaller offices the Form 2254 should be segregated according to the dates on which sufficient amounts will be accumulated to purchase bonds. For instance, if a number of pledges are made for the deduction of \$18.75 each pay period for the purchase of \$25 bonds, all pledge cards falling within this category will be placed at the front of the file, or in the first separation. If other pledges are made in the amount of \$18.75 each pay period for the purchase of \$50 bonds, all pledge cards within this category will be placed in the second separation. This will arrange the cards in the order in which bonds will be issued. After the close of the first pay period when the bonds are issued for the cards in the first separation, the cards in the second separation will be moved into the first separation, and this procedure will be repeated each pay period so that the cards which are to be used for the issuance of bonds will always be at the front, or in the first separation, of the file.

The bonds should be issued from the data recorded on the pledge cards, Form 2254. On the issuing date, the cards should be withdrawn from the file and arranged in groups, according to the denominations of bonds to be issued therefrom. After the bonds are issued the cards should be sorted back into the file in the sequence of issuing dates. The bonds, after issue, should be sorted in alphabetical order for checking against the individual accounts on the service and pay record, concurrently with the recording of the bond serial numbers thereon. The bonds should not be delivered until the individual accounts have been checked to insure that sufficient deductions have been accumulated to cover the purchase price of the bonds.

A more complex filing arrangement will be necessary where there are a large number of employees. At offices where there are 200 or more employees, it may be found advantageous to segregate the pledge cards by groups arranged according to the dates scheduled for bond purchases, by the amounts of pledges and by classes of employees.

In those instances where the employee specifies that the bond is not to be issued to him as owner or coowner, Form 2254 should be amended by deleting the words "to me" at the end of the second sentence and by adding "and I hereby release the Federal Government from any claim for deductions from my salary made pursuant to this authorization" at the end of the third sentence.

84. Refunds of deductions.—There is no provision for the acceptance of cash deposits from employees to complete the purchase price of a bond. In lieu of accepting cash deposits from employees in such circumstances, it is deemed advisable that the accumulated deductions be refunded to the employee for use in purchasing a bond of the desired denomination. The amount involved can then be reported as a cash purchase.

When an employee separates from the service before a sufficient amount has accumulated in the bond account to purchase a bond of the denomination specified, refund will be made of the unapplied balance. The authorization card, Form 2254, will be withdrawn from the files, marked "closed," and the record of deductions on the service and pay record will be used in the preparation of the public voucher for refunds, Standard Form No. 1047, which will be completed and executed for each such refund. Memorandum copy will be prepared at the same time on Standard Form 1048, which is a duplicate of Standard Form 1047, printed on yellow paper. The original, Form 1047, will be transmitted with the postal account for the quarter in which the refund is made and the copy, Form 1048,

will be retained in the files of the office. After the refund has been made the record of deductions will be closed out by appropriate entries, and the date of the refund noted thereon.

In all refund cases, Standard Form 1047, will be prepared in favor of the employee from whose wages the deductions were made, by inserting the employee's name and address in the oblong space immediately to the right of the words, "To Address." The words "Post Office" will be entered on the line titled "U. S." and the name of the office, or city, will be entered on the line titled "Location." The line titled "Appropriation or Fund" will be completed by entering the words "Employees' United States Savings Bond Funds." Under remarks show the payroll periods in which the deductions were made constituting the amount to be refunded. For instance, if the amount to be refunded totals \$56.25 and represents deductions made for the pay periods ending July 15, July 31, and August 15, the notation under remarks will be as follows: "July 15 (year), \$18.75; July 31 (year), \$18.75; August 15 (year), \$18.75." The form should be dated and signed in the name of the postmaster in the space to the right of the words "(Sign Original Only)," the appropriate title to be shown beneath the signature. If payment is made by Treasury check, the check number, date, and amount will be acceptable as evidence of payment but when made by cash or by check on an account in a local bank, the signature of the payee must be secured on the form. If more than one Form 1047 is to be transmitted with the postal account, the forms must be scheduled on Standard Form No. 1064. (See art. 96 of this chapter for instructions relative to the payment of bond deductions from the pay of deceased employees.)

Amounts deducted from other than a final salary payment for the purchase of a United States savings bond or a savings bond purchased from other than a final salary payment may not be applied in liquidation of an employee's indebtedness to the United States without his consent. The entire amount of a final salary payment, including the amount thereof that otherwise would have been applied toward the purchase of a bond, is available for set-off in liquidation of an employee's indebtedness to the United States, with or without his consent. A bond should not be purchased with deductions made from the final salary payment of an employee who is known to be indebted to the United States. If an employee consents, any bond deduction or the value of undelivered bonds after cancellation may be applied toward liquidation of his indebtedness to the United States. Collections made in adjusting overpayments of salary should include any amounts pre-

viously deducted for the purchase of savings bonds.

85. Accounting for savings bond deductions.—United States savings bond deductions will be entered on vouchers and payroll forms in the spaces provided. The deductions entered on vouchers and payroll forms will be transcribed to the appropriate abstracts and will be entered on the schedule of deductions from payroll, Form 1282.

The amount deducted each pay period for the purchase of bonds will be entered in the cashbook (the financial statement at two-division plan offices) as a debit entry in A/C 076, "United States savings bond deductions from payroll." Concurrently with the debit entry, the amount will be credited in A/C 520, "United States savings bond deductions transferred to trust fund." The third entry each pay period will be the debit in trust fund A/C 637, "Employees' United States savings bond funds." All United States savings bond deductions made during the quarter must be transferred to trust funds before the quarterly account is submitted, and this series of entries must be reflected in each quarterly account, Form 1550-C, 1550-C/A, or 1550-S/C.

The amount entered in A/C 076 and A/C 520 of a quarterly account from a first- or second-class post office must invariably be in agreement with the amount debited in trust fund A/C 637. The summary of trust funds is a part of the quarterly account, and the trust fund account should not be closed until all transactions applicable to the quarter have been completed.

The transfer of bond funds from the postal account to trust funds should be effected by an actual transfer of cash out of the postal funds into trust funds; by a check, payable to the postmaster, on the bank account in which postal funds are deposited, which should be endorsed for deposit in the trust fund account; or by a check, payable to the postmaster, on the Treasury salary checking account (Treasury check paying offices), which should be endorsed for deposit in the trust fund account. Each such transaction should be credited in A/C 520 of the postal account and debited in trust fund A/C 637. The amount of such checks drawn on the Treasury checking account should be entered in A/C 520 on Form 1855.

United States savings bonds will be issued and delivered to employees after the close of each semimonthly pay period in which sufficient balances have accumulated in the individual accounts to cover the purchase price of the bonds. The bonds will be issued from the regular stock. The amount of the bonds so issued each pay period will be withdrawn from trust fund A/C 637 and will be debited as receipts in the cash account of the Savings Bond Cash and Stock Summary, Form 950 (Form 940-A at two-

division plan offices). The amounts withdrawn from trust fund A/C 637 of the postal account for deposit in the bond cash account should be shown separately from other bond funds in the debit entries on Form 950 or 940-A, and the total amount so debited should be entered as "Payroll deductions sales" in A/C 02 of the monthly United States savings bond account, Form 904.

If in any month no bonds have been issued under the plan, that fact must be definitely indicated by writing the word "None" after "Payroll deduction sales" in A/C 02 on Form 904.

A notation of the total value (sale price) of bonds issued under the payroll savings plan shall be entered beneath the postmaster's signature on the regular monthly abstract of savings bonds sold, Form 905 in the following form: "Payroll deduction sales \$....."

Central accounting postmasters shall prepare Form 917 in the usual manner and, in addition, shall show by offices the total value (sale price) of the payroll deduction sales reported by postmasters at offices of the second class, the total value of which, together with the sales of their own offices, will be the amount to be reported as "Payroll deduction sales" in A/C 02 of the monthly United States savings bond account, Form 904.

The amounts debited as payroll deduction sales each quarter in A/C 02 of the three monthly savings bond reports, Form 904, plus any cash refunds made to employees during the quarter, should equal the amount credited in A/C 637 for the corresponding quarter. The balance on hand in A/C 637 should always be in agreement with the total of the unapplied balances in the individual accounts. Verification of these accounts should be made periodically not less frequently than once each quarter, to determine that they are in balance. Prompt steps should be taken to reconcile any differences which may be found to exist.

86. Monthly reports.—Postmasters at offices of the first and second classes will render monthly reports of the number of employees participating in the payroll savings plan and the amount of other purchases by employees for cash in the monthly bond account, Form 904. Central accounting offices will show this information for the local office and for other offices reporting to them.

AMOUNTS DUE DECEASED EMPLOYEES

Retirement Deductions

87. Claim for the amount in the retirement fund to the credit of an employee at the time of death must be filed on Retirement

Form 100, which should be executed in accordance with the instructions printed thereon and forwarded directly to the United States Civil Service Commission, Washington 25, D. C., for payment. Claims for refund of retirement deductions in other than death cases are filed on Retirement Form 102. Offices authorized to maintain the official retirement accounts (Form 2806) for employees should forward Forms 102 direct to the Civil Service Commission, Retirement Division, Washington 25, D. C. Other offices should forward such forms to the Bureau of Accounts at Washington.

In completing separation reports (Form B/A-201) or retirement accounts (Form 2806) for deceased employees, show deductions for retirement in the regular manner applicable to any unpaid salary to and including the date of death. Such deductions should be included in the amount representing deductions on salary earned during the current year.

Unpaid Compensation

88. Provisions of law.—Public Law 636 which became effective December 1, 1950, provides that:

(a) All unpaid compensation due a deceased employee shall be paid to the person or persons surviving at the date of death in the following order of precedence, and such payments shall be a bar to recovery by any other person of amounts so paid:

(1) To the beneficiary or beneficiaries designated by the officer or employee, in writing, to receive such compensation filed with the Government agency in which the officer or employee was employed at the time of his death, and received by such agency prior to the date of death;

(2) If there be no such beneficiary, to the widow or widower of such officer or employee;

(3) If there be no beneficiary or surviving spouse, to the child or children of such officer or employee, and descendants of deceased children, by representation;

(4) If none of the above, to the parents of such officer or employee, or the survivor of them;

(5) If there be none of the above, to the duly appointed legal representative of the estate of the deceased officer or employee, or if there be none, to the person or persons determined to be entitled there-to under the laws of the domicile of the deceased officer or employee.

(b) The term "unpaid compensation" means the pay, salary or allowances, or other compensation due on account of the services of the decedent for the Federal Government or the Government of the District of Columbia. It shall include, but not be limited to:

(1) All per diem in lieu of subsistence, mileage, and amounts due in reimbursement of travel expenses, including incidental and miscellaneous expenses in connection therewith for which reimbursement is due;

(2) All allowances upon change of official station;

(3) All quarters and cost of living allowances and overtime of premium pay;

(4) Amounts due for payment of cash awards for employees' suggestions;

(5) Amounts due as refund of salary deductions for United States savings bonds;

(6) Payment for all accumulated and current accrued annual or vacation leave equal to the compensation the decedent would have received had he remained in service until the expiration of the period of such annual or vacation leave;

(7) The amounts of all checks drawn in payment of such compensation which were not delivered by the Government to the officer or employee during his lifetime or of any unnegotiated checks returned to the Government because of the death of the officer or employee.

(c) Subject to such rules and regulations as may be prescribed by the Comptroller General of the United States the employing agency shall cause the unpaid compensation to be paid to the beneficiaries, if any, designated by the officer or employee under section 1 of this act, or, if none, to the widow or widower of such officer or employee. Accounts not payable under the foregoing shall be payable on settlement of the General Accounting Office, except as the Comptroller General may by regulation otherwise authorize or direct.

(d) This act shall not apply to any benefits, refunds, or interest payable under the retirement act applicable to the decedent's service or to amounts the disposition of which is otherwise expressly prescribed by Federal law. The designation of beneficiary under the provisions of this law does not in any way affect the designation of beneficiary for retirement fund purposes.

(e) Officers and employees affected shall be notified by the employing agency of the provisions of this act relative to the disposition of such compensation in the event no beneficiary is designated by them, and of their right to designate a beneficiary or beneficiaries in accordance with its terms if they desire a different disposition to be made thereof. Designations so made may be changed or revoked at any time under such rules and regulations as may be prescribed by the Comptroller General.

89. Designation of beneficiary.—Any employee of the Postal Service who desires to designate a beneficiary will complete Standard Form 1152 and return this form to his

paying office. Form 1152 will be completed in duplicate and the paying officer will sign and affix the date of receipt in the space provided on each part, file the original and return the duplicate to the employee. In the absence of the prescribed form, any designation, change or cancellation of beneficiary, witnessed and filed in accordance with the general requirements of this regulation, shall be accepted.

90. Claim for compensation of deceased employee.—(a) As soon as practicable after the death of an employee the certifying officer (postmaster, general superintendent, inspector in charge, etc.), upon determining that unpaid compensation is due the decedent, will request each designated beneficiary, if any, or the surviving spouse, to execute Standard Form 1153, Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee. In the event there is no designated beneficiary or surviving spouse the person or persons claiming the right to share in the disposition of the unpaid compensation of the deceased employee will be requested to execute Standard Form 1155, Claim for Unpaid Compensation of Deceased Civilian Employee. The necessary forms will be furnished claimants by the certifying officer who may grant such assistance as he deems necessary to insure their proper execution. All unnegotiated Federal checks drawn to the order of the decedent in payment of compensation as defined in this act, and in the possession of the claimant, should accompany the executed form.

(b) Upon receipt of a duly executed Standard Form 1153 or 1155, the certifying officer will promptly prepare a disbursement voucher for the amount of the unpaid compensation due the deceased employee, using for this purpose "Public Voucher for Unpaid Compensation Due a Deceased Employee," Standard Forms 1154 and 1154a (memorandum copy). All official checks drawn in payment of compensation as defined in this act and undelivered at death and any unnegotiated checks drawn for such compensation and returned because of the death of the payee, will be scheduled for cancellation and the exact amount of each check, if otherwise due, will be included in the amount of the payment voucher, Standard Form 1154. The original voucher will be supported by (a) the related Designation of Beneficiary, Standard Form 1152, if any, and the executed Standard Form 1153 or (b) the executed Standard Form 1155, and (c) the vouchers covering reimbursement of travel expenses, payroll change slips, schedules of voucher deductions, schedules of canceled checks, or other documents showing

the detailed computation of the amounts due.

91. Amounts Payable by More Than One Disbursing Officer.—(a) In some instances there will be due deceased employees amounts which must be paid by disbursing officers other than the salary disbursing officer; such as, traveling expenses, awards for suggestions, etc. In such cases a separate Form 1154 will be completed and forwarded to the proper Bureau of the Department for certification to the designated disbursing officer with Forms 1153 or 1155. Unnegotiated Government checks issued by other than the salary disbursing officer, including those of other departments and agencies, will be forwarded, through the Department, with a separate claim, to the issuing disbursing officer.

(b) The authorized certifying officer will certify to the correctness of the payments to be made thereon, and the voucher will be otherwise completed to show the appropriation or funds chargeable, accounting classification data, etc. Items of compensation known to be due may be vouchered without regard to other items considered doubtful or requiring additional information, but in such cases, the supplemental vouchers should contain reference to the voucher covering the prior payment. The claim and designation of beneficiary should be attached to the original of the first voucher submitted.

(c) Vouchers covering payments of compensation to be made to designated beneficiaries, and payments to be made to a surviving spouse in case no designation of beneficiary has been filed, except where cases involve doubtful questions of fact or law or where the payee is a minor or incompetent, will be scheduled to the appropriate disbursing officer for payment in the same manner as are other disbursement vouchers.

(d) Vouchers covering payments of the compensation of deceased employees to be made to persons other than those mentioned in the preceding paragraph will be forwarded to the proper Bureau of the Department for review and forwarding to the General Accounting Office for settlement.

92. Where to File Claims.—In connection with Public Law 636 claims of:

(a) Postmasters will be filed through the inspector in charge (for verification of leave) who will forward all forms to the Bureau of Post Office Operations, Division of Postmasters.

(b) Post office employees will be filed with and paid by the local postmaster if claim is filed by a designated beneficiary or beneficiaries or by a surviving spouse.

(c) Post office inspectors will be filed with the inspector in charge who will certify all salary and terminal leave payments to the disbursing postmaster if claim is filed

by a designated beneficiary or beneficiaries, or a surviving spouse. Claim for travel and miscellaneous expenses will be filed with the inspector in charge who will certify the payment to the Bureau of the Chief Inspector.

(d) Postal transportation service will be filed with the general superintendent who will certify the payment to the disbursing postmaster provided the claim is filed by a designated beneficiary or beneficiaries, or by a surviving spouse.

(e) Rural carriers will be filed through the local postmaster to the rural disbursing postmaster for payment if the claim is filed by a designated beneficiary or beneficiaries, or by a surviving spouse.

The provisions of this law do not apply to contract employees, such as mail messengers, clerks at contract stations, star route carriers, etc.

93. Forms to be Used.—The following forms will be used in filing claims for amounts due deceased civilian employees:

Standard Form 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.

Standard Form 1153, Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee.

Standard Form 1154, Public Voucher for Unpaid Compensation of Deceased Civilian Employee.

Standard Form 1154a, Memorandum copy of Standard Form 1154.

Standard Form 1155, Claim for Unpaid Compensation of Deceased Civilian Employee (No Designated Beneficiary or Surviving Spouse).

Forms 1153, 1154, 1047, and 1048 will be filed by the designated beneficiary or surviving spouse.

Forms 1154, 1155, 1047, and 1048 will be filed by the claimant when no beneficiary has been designated or there is no surviving spouse. In such cases, a receipted bill or waiver of claim by the undertaker or certified copy of a letter of administration should accompany the claim.

In all cases, appropriate vouchers shall accompany the claim forms.

94. Vouchers.—Postmasters will continue the use of voucher forms now being submitted with claims for payment of deceased employees. Payroll vouchers will be used for unpaid salary and terminal leave payments and Form 1012 will be used for reimbursement of travel and per diem. These vouchers will be scheduled on Standard Form 1154, described above.

95. Accounts.—Payments made to a spouse or designated beneficiary will be claimed in the postal account opposite the account numbers to which they pertain. In cases where payment is made to a spouse and there is no record of designation of

beneficiary, the certifying officer shall include a statement to that effect directly above his signature on Standard Form 1154.

96. United States savings bond deductions.—With the exception of the seven large offices having trust fund Treasury checking accounts, all refunds of United States savings bond deductions will be made in cash (or local bank check) at the time other amounts are paid to a designated beneficiary or surviving spouse. In cases where there is no designated beneficiary or surviving spouse, claim must be filed with the General Accounting Office through the proper Bureau of the Department, and such claims must be accompanied with Forms 1047 and 1048 for approval and certification prior to refund of United States savings bond deductions.

97. Certificate of death and undertaker's bill.—The certificate of death previously required need not be furnished; neither is it necessary, in cases involving claims for "compensation" due deceased employees, to furnish a receipted bill covering funeral expenses or a waiver of claim by the undertaker.

A receipted bill, however, covering funeral expenses, or a waiver of claim by the undertaker, is still required for consideration of claims involving amounts other than "compensation" due deceased employees or creditors of the Postal Service. Claim Form 1055 is required in such cases and there is no change in this regard.

COMPENSATION DUE SEPARATED POSTMASTERS

98. All claims for unpaid compensation or terminal leave payments due postmasters at the time of separation should be forwarded through the office of the inspector in charge for review and certification to Post Office Department, Bureau of Post Office Operations, Division of Postmasters. Any such amount is not to be paid by the postmaster's successor, or reflected in his accounts except that where bond deductions from the salary of a deceased postmaster are on hand in trust funds the deceased postmaster's successor will be furnished specific instructions relative to the disposition of such an amount.

Claims administratively approved for payment by the Division of Postmasters will be forwarded to the regional accounting office. Receipt of such claims will be acknowledged, but claimants will be advised in all cases that the amounts involved cannot be certified for payment until after completion of the initial settlement of the former postmaster's final account in each case, which will be approximately 3 months after the close of the quarter in which separation occurred.

Forms 1154 and 1154a need not accom-

pany the claim as such vouchers will be prepared and certified by the regional accounting office, in each applicable case after completion of the initial settlement of the former postmaster's final account.

Decedent cases

99. All claims are to be prepared in accordance with articles 91 to 99 of this chapter. In any case where bond deductions from the former postmaster's salary are on hand in trust funds, Forms 1047 and 1048 must be completed and attached to the claim. The successor will be authorized by means of approved Form 1047 to withdraw and make payment of bond deductions due the deceased postmaster at the time of death. The post office inspector in charge will complete Form 527 in duplicate and forward all related papers to the Bureau of Post Office Operations, Division of Postmasters.

In any case where an unnegotiated properly issued Treasury check, payable to the deceased postmaster for salary, is on hand and cannot be properly voided, it should be canceled, listed on separate Form 1098, taken up in the final account of the deceased postmaster and disposed of in the same manner as any other canceled Treasury check issued by the postmaster. A copy of the Form 1098 must accompany the other papers relating to the claim. It is important in such cases that retirement deductions on the salary involved be credited on the deceased postmaster's retirement account in the regular manner and that the full amount of salary and Federal tax withheld in connection with the payment represented by the Treasury check be included on Form W-2, reporting the salary paid to the former postmaster during the elapsed portion of the calendar year involved. Bond deductions from the deceased postmaster's salary which are on hand in trust funds should be transferred to the succeeding postmaster and should not be debited in the final postal account of the deceased postmaster. In such cases the incumbent postmaster will be authorized to refund such deductions upon receipt of approved Form 1047 as at present.

Separations for reasons other than death

100. Inasmuch as the salary due the postmaster should be withdrawn up to and including the date of separation, claims from these former postmasters should be for terminal leave only, and should be submitted to the inspector in charge on Form 527 for review and certification to the Bureau of Post Office Operations, Division of Postmasters. In any case where bond deductions from the salary of the outgoing postmaster are on hand in trust funds, they should be withdrawn by him prior to transfer of the post office to his successor, and receipted for on Form 1047.

PAYMENT FOR ACCRUED ANNUAL LEAVE

101. Under the provisions of Public Law 525, approved December 21, 1944, whenever any civilian officer or employee of the Federal Government is separated from the service or is transferred to another department or agency under a different leave system, he shall be paid compensation in a lump sum for all accumulated and current accrued annual or vacation leave to which he is entitled under existing law. Such lump sum shall equal the compensation that such officer or employee would have received had he remained in the service until the expiration of the period of such annual or vacation leave. There is no similar provision of law which permits payment for other than accrued annual leave, and payment may not be made for accrued sick leave or compensatory time to the credit of an employee upon separation or transfer.

The amount of the lump sum payable for accrued annual leave should be computed in the same manner as though the employee had remained in the service, or on the rolls, in a leave with pay status until the expiration of the period covered by the accrued annual leave. In the event an employee who has received a lump-sum payment for annual leave accrued under the same leave system is reemployed in the postal service prior to the expiration of the period covered by such leave, he shall be required to refund an amount equal to the compensation covering the unexpired portion of the period for which payment was made. In such a case, the amount of annual leave represented by the refund should be restored to the employee's credit in his new position. The lump-sum payment for accrued annual leave at the time of retirement does not affect the amount or commencing date of annuity payments.

Lump-sum payments for accrued annual leave should be computed in most cases at the salary rate in effect at the time of separation or transfer. However, where the employee separates or transfers on the last day of a quarter and on the same date he completes the requisite service and meets all other requirements for automatic promotion, payment for the accrued annual leave may be computed at the higher salary rate to which promotion had been earned and which would have become effective on the following day. Recommendation for the promotion must be submitted to and approved by the proper Bureau of the Department in the usual manner in any such case in which the higher rate will be used in computing the lump-sum payment.

In the case of a postmaster or supervisory employee, whose salary rate is governed by

gross postal receipts and whose terminal annual leave period extends beyond June 30, payment for any portion of the leave period extending beyond June 30 should be computed at the salary rate which becomes effective July 1, based upon the gross postal receipts for the preceding calendar year.

Postmasters should include in their quarterly estimates, funds needed for payment of accrued annual leave.

Lump-sum payments for accrued annual leave, except in death cases and to postmasters should be made at the time of separation or transfer, or on the first regular pay day thereafter. See articles 98 to 100 of this chapter for payments to postmasters. Deductions for retirement should not be made from such a payment and the amount thereof should not be included in the entry of basic salary earned on Separation Report, Form B/A-201, or Annual Report of Retirement Deductions, Form 1280. Such payments are subject to withholding tax, and in determining the tax to be withheld the amount of the lump-sum payment should be combined with the regular salary payment made at the time of separation or at the end of the preceding pay period.

The amount of the lump-sum payment for accrued annual leave will be entered on the standard voucher or payroll forms, and each such payment will be recorded on a separate voucher or as a separate entry on the payroll form. The voucher or payroll form must be completed in the usual manner to show the first and last dates of the period covered by the lump-sum payment, the number of days and fractions of days for which payment is made, the amount of base pay, the amount deducted for Federal tax and the net payment. Notation should be made on each such voucher or payroll to show the number of days and hours of accumulated and accrued annual leave at the time of separation or transfer, and reference should be made to section 135.49, P. L. & R., 1948. The required notation on such vouchers and payrolls should read substantially as follows: "Lump-sum payment for 16 days accrued annual leave from February 1 to 23, 1945, inclusive, under section 135.49, P. L. & R., 1948." An expenditure of this character should be included in the summary or abstract of salary payments in the usual sequence, and credit should be claimed in the postal account covering the quarter in which the payment is made.

While an employee may be credited at the beginning of a calendar year with the annual leave he is expected to earn during that year, he can be paid in a lump sum only for that annual leave which has been earned and accrued up to and including the date of separation or transfer.

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED

102. First-class offices—(See also art. 106 of this chapter.)

Form No.	Description	Frequency	Final submission date	Submitted to—
1550-C/A	All offices, including central accounting Postal Account, with abstracts, schedules and vouchers: a. Central accounting offices and Washington, D. C. b. Offices which are paying offices for post office inspection service, postal transportation service, or rural delivery service. Other first-class offices having receipts of: \$3,000,000 or more \$600,000 but less than \$3,000,000 \$300,000 but less than \$600,000 \$40,000 but less than \$300,000 Stamp Account (follow sheet 3325a) Money Order Account, with abstracts and schedules: a. Central accounting offices b. Other first-class offices Statement of accountability: Central accounting offices Other first-class offices Postal Savings Account Current, with abstracts and schedules: a. Central accounting offices and Washington, D. C. b. Other postal savings offices. Savings Bond Account, with abstracts and schedules: a. Central accounting offices and Washington, D. C. (with Forms 905, recapitulated on Form 917). b. Other first-class offices (with Form 905)	Quarterly do do do do do do do do do Monthly do do do	12th business day after close of quarter do do 10th business day after close of quarter 8th business day after close of quarter 6th business day after close of quarter Submit with postal account 8th day following close of quarter 5th day following close of quarter 8th day after close of quarter 5th day after close of quarter 10th of following month 5th of following month 10th of following month 5th of following month	Regional accounting office. (Envelope No. 85 or address label Form 1554.) Do. Do. Do. Do. Do. Do. Do. Do. Regional accounting office. Do. Regional accounting office. (Special envelope PS 331 or label 331A.) Do. Savings Bond Examiners (Postal Section), Merchandise Mart, Chicago 54, Ill. Do.
1550-C				
3325				
6011				
6125				
PS-704				
904				

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued **102. First-class offices—Continued**

Form No.	Description	Frequency	Final submission date	Submitted to—
	All offices including central accounting—Con.			
No number--	Sales report of savings bonds (on preaddressed punch card form furnished each month by the Treasury Department, Chicago Branch).	Monthly---	As soon as practicable after close of month.	Federal Reserve Bank of district.
979-A-----	Report of savings stamps sold, central accounting offices and Washington, D. C.	Quarterly--	5th business day following close of quarter.	Bureau of Finance, Division of Postal Savings Banking and Investments.
023-SC ¹ ----	Report of absences and man-hours of carriers and special-delivery messengers.	Monthly---	3d of following month-----	Bureau of Post Office Operations, Division of City Delivery.
023-SAB ¹ ----	Report of absences and man-hours of clerical and mail-handler employees.	do-----	do-----	Bureau of Post Office Operations, Division of Clerical Service.
024 ¹ -----	Estimate of clerk hire and overtime-----	Quarterly--	To reach Department by Feb. 1, May 1, Aug. 1, and Nov. 1 preceding the quarter.	Do.
024-A ¹ ----	Statement of gross receipts and expenditures for clerk hire and overtime.	do-----	Immediately after close of quarter---	Do.
024-CD ¹ ----	Estimate of hire and overtime for carriers and special-delivery messengers.	do-----	To reach Department by Feb. 1, May 1, Aug. 1, and Nov. 1 preceding the quarter.	Division of City Delivery.
1855-----	Report of Treasury Checking Accounts with check lists (offices with checking accounts on Treasurer of the United States).	Monthly---	Promptly after payments for last half of month have been made.	Regional accounting office.
B/A-1-----	Report of postal business (designated offices only).	do-----	5th of following month-----	Bureau of Accounts, Washington, D. C.
B/A-3-----	Transcript of post office cash book----- (B/A-3 replaced by report on face of 1550-C/A or 1550-C.)	do. ² ----	The same day if possible, but not later than the day following the pay date for the last half of the month.	Regional accounting office.
B/A-4-----	Report of offices making payments for Vehicle Service.	do. ² ----	do-----	Bureau of Accounts, Washington, D. C.
B/A-5-----	Report of offices making payments for Postal Transportation Service.	do. ² ----	do-----	Do.
B/A-7-----	Report of offices making payments for Rural Service.	do. ² ----	do-----	Do.
B/A-8-----	Report of offices making payments for Inspection Service.	do. ² ----	do-----	Do.

1280-----	Report of retirement deductions (except large offices designated to maintain retirement records).	Annually----	Date designated in instructions issued annually.	Do.
2806-----	Report of appointment or reinstatement of employee subject to the retirement act (except by large offices designated to maintain retirement records).	When applicable.	Immediately on appointment or reinstatement.	Do.
B/A-201----	Report of separation of employee subject to the retirement act (except large offices designated to maintain retirement records).	-----do-----	Immediately on separation-----	Do.
B/A-348----	Statement of retirement fund, calendar year (from large offices designated to maintain retirement records).	Annually----	Immediately after close of year-----	Do.
B/A-349----	Report of employees subject to retirement act (from large offices designated to maintain retirement records).	-----do-----	-----do-----	Do.
W2a-----	Report of Federal taxes deducted from earnings of postal employees, calendar year, with consolidated report (B/A-151): a. Central accounting offices----- b. Paying offices for post office inspection service, postal transportation service, and rural delivery service or where receipts are \$3,000,000 or more. c. Other first-class offices having receipts of: \$600,000 but less than \$3,000,000----- \$300,000 but less than \$600,000----- \$40,000 but less than \$300,000----- Report of domestic registered, insured, and c. o. d. mail, fiscal year (form furnished without requisition). Report of dead letters treated----- Reports of mail bag equipment (designated offices only): Report of mail bag equipment handled-----	do----- do----- do----- do----- Quarterly-- Daily or weekly as designated.	Jan. 20----- 12th business day in January----- 10th business day in January----- 8th business day in January----- 6th business day in January----- July 15----- 15 days after close of quarter----- End of period-----	Regional accounting office. Do. Do. Do. Do. Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail. Division of Clerical Service. Bureau of Transportation, Division of Highway and Contract Service.
3848-----				
4813-----				
5047-----				

¹ Authorized for use only at offices with receipts of \$90,000 or more.
² Receipts and disbursements cumulative for the fiscal quarter.

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued

102. First-class offices—Continued

Form No.	Description	Frequency	Final submission date	Submitted to—
All offices including central accounting—Con.				
2461-----	Shipment record of mail bags-----	When applicable.	Immediately on receipt of form by consignee.	Bureau of Transportation, Division of Highway and Contract Service.
Central accounting office				
991-----	Report of remittances received from other offices with Form 989 from central accounting offices equipped with cash accounting machines: a. Savings bond remittances-----	Monthly----	10th of following month-----	Regional accounting office.
1503-----	b. Postal savings remittances-----	Quarterly----	Immediately after close of quarter----	Do.
3334-----	Credit claimed for canceled postage due stamps affixed to dead mail matter. Migratory-Bird Hunting Stamp, Documentary Internal Revenue Stamp, and U. S. Savings Stamp schedules (also Washington, D. C.).	do-----	With postal account-----	Bureau of Finance, Division of Letter and Miscellaneous Mail. Regional accounting office.
3841-R-----	Report of indemnity claims, with Forms 3812, 3841-S (also Washington, D. C.).	do-----	5th of following month-----	Do.
3848-T-----	Report of claims received, adjusted, and unpaid, involving domestic insured and c. o. d. mail (also Washington, D. C.).	Monthly----	15th of following month-----	Bureau of Finance, Division of Registered, Insured, and C. O. D. Mails.
DSS-3-----	Report of purchases of U. S. savings bonds by postmasters and employees at third- and fourth-class offices, except rural carriers.	do-----	10th of following month-----	Bureau of Finance, Division of Postal Savings, Banking and Investments.

103. Second-class offices.—(See also art. 106 of this chapter.)

1550-S/C-----	Postmaster's quarterly account with abstracts, schedules and vouchers.	Quarterly----	5th business day after close of quarter.	Regional accounting office.
PS-704-----	Postal savings account current, with abstracts and schedules (postal savings offices).	Monthly----	5th of following month-----	Regional accounting office (special envelope PS-331).

904-----	Savings bond account, with abstracts (Form 905).	Daily or weekly as designated. -----do-----	End of period-----	Central accounting office.
No number--	Sales report of savings bonds (on preaddressed punch card form furnished each month by Treasury Department, Chicago Branch).		As soon as practicable after close of month.	Federal Reserve bank of district.
023-SAB----	Report of absences and man-hours of clerical employees.	-----do-----	3d of following month-----	Bureau of Operations, Division of Clerical Service.
024-S-----	Estimate of clerk hire and overtime-----	Annually----	To reach Department by May 1, preceding the year.	Do.
B/A-2-----	Transcript of post office cash book (receipts and disbursements cumulative for the fiscal quarter). (B/A-2 replaced by report on 1550-S/C.)	Monthly----	The same day but not later than the day following the pay date for the last half of month.	Regional accounting office.
1280-----	Report of retirement deductions, calendar year.	Annually----	Date designated in instruction issued annually.	Bureau of Accounts, Washington, D.C.
2806-----	Report of appointment or reinstatement of employees subject to the retirement act.	When applicable. -----do-----	Immediately on appointment or reinstatement.	Do.
B/A-201----	Report of separation of employee subject to the retirement act.		Immediately on separation-----	Do.
W2a-----	Report of Federal taxes deducted from earnings of employees, calendar year, with consolidated report (B/A-151).	Annually----	5th business day in January-----	Regional accounting office.
3848-----	Report of domestic mail registered, insured, and sent c. o. d., fiscal year (form furnished without requisition).	-----do-----	July 15-----	Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

104. Third-class offices.—(See also art. 106 of this chapter.)

1550-T/C----	Postmaster's quarterly account, with abstracts, schedules, and vouchers.	Quarterly----	3d business day after close of quarter-----	Regional accounting office.
PS-704-----	Postal savings account current, with abstracts and schedules (postal savings offices).	Monthly----	5th of following month-----	Regional accounting office. (Special Envelope PS331.)
904-----	Savings bond account current, with abstracts (Form 905) (savings bond offices).	-----do-----	2d of following month-----	Central accounting office.
No number--	Sales report of savings bonds (on preaddressed punch card form furnished each month by Treasury Department, Chicago Branch) (savings bond offices).	-----do-----	As soon as practicable after close of month.	Federal Reserve bank of district.
024-S-----	Estimate of carrier hire and overtime (city and village delivery offices).	Annually----	To reach Department by May 1, preceding the year.	Bureau of Operations, Division of Clerical Service.

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued

104. Third-class offices—Continued

Form No.	Description	Frequency	Final submission date	Submitted to—
B/A-2-----	Transcript of post office cash book (specified disbursements cumulative for the fiscal quarter—offices located in Federal buildings).	Monthly----	3d business day of following month----	Bureau of Accounts, Washington, D. C.
B/A-6-----	Report of village delivery payments, cumulative for the fiscal quarter (village delivery offices).	do-----	2 business days following the pay date for the last half of month.	Do.
1280-----	Report of retirement deductions, calendar year.	Annually----	Date designated in instruction issued annually.	Do.
1280-P-----	Personnel record of clerical employee who acquires a status under the retirement act.	When applicable.	Immediately on approval of appointment.	Do.
B/A 201-----	Report of separation of employee subject to the retirement act.	do-----	Immediately on separation-----	Do.
DSS-2-----	Reports of purchases of United States savings bonds by postmasters and employees:			
	a. Rural carriers-----	Monthly----	2d of following month-----	Paying office for rural carriers.
	b. Other employees-----	do-----	do-----	Central accounting office.
W2a-----	Report of Federal taxes deducted from earnings of employees, calendar year, with consolidated report (B/A-151).	Annually----	3d business day in January-----	Regional accounting office.
3848-----	Report of domestic mail registered, insured, and sent c. o. d., fiscal year. Form furnished without requisition.	do-----	July 15-----	Bureau of Finance, Division of Registered, Insured, and C. O. D. Mail.

105. Fourth-class offices.—(See also art. 106 of this chapter.)

1550-F/C----	Postmaster's quarterly account, with abstracts and vouchers.	Quarterly----	3d business day after close of quarter----	Regional accounting office.
DSS-2-----	Report of purchases of U. S. savings bonds by postmasters and employees:			
	a. Rural carriers-----	Monthly----	2d of following month-----	Paying office for rural carriers.
	b. Other employees-----	do-----	do-----	Central accounting office.

W2a-----	Report of Federal taxes deducted from earnings calendar year, with consolidated report (B/A-150).	Annually----	3d business day in January-----	Regional accounting office.
PS-704-----	Postal savings offices: Postal savings account current, with abstracts and schedules.	Monthly----	5th of following month-----	Regional accounting office (Special Envelope PS-331).
904-----	Savings bond account current, with abstract (Form 905).	do-----	2d of following month-----	Central accounting office.
No number--	Sales report of savings bonds (on pre-addressed punch card form furnished each month by Treasury Department, Chicago, Branch).	do-----	As soon as practicable after close of month.	Federal Reserve bank of district.

106. All offices (When applicable).

Offices having second-class publications or news agents				Bureau of Finance, Division of News-paper and Periodical Mail.
3551-----	Statement of postage collected at pound-rates, and weight of pound-rate and free county mailings with B copies of receipt Form 3539 (follow sheet, Form 3551-F).	Quarterly----	-----	
3526-----	a. First- and second-class offices----- b. Third- and fourth-class offices----- Statement of ownership, management, circulation, etc., of publications entered as second-class matter. Prepared by publisher and forwarded by postmaster.	----- Annually----	10th day after close of quarter----- 3d day after close of quarter----- Oct. 15-----	
City and village delivery carrier offices				Bureau of Operations, Division of City Delivery.
1810-----	a. First-class Report of inspection of city carrier routes-----	do-----	As soon as practicable after inspection.	
1810-SDB--	Report of inspection of special-delivery service-City delivery service statistical data-----	do-----	Immediately after check-----	
1817-----	Offices reporting on 18 carriers or less-----	do-----	As soon as practicable after count-----	
1818-----	Offices reporting on more than 18 carriers----- City delivery service statistical data—parcel post carriers.	Annually----	As soon as practicable after count-----	

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued

106. All offices—Continued

Form No.	Description	Frequency	Final submission date	Submitted to—
	City and village delivery carrier offices—Con.			
1817-A	Reports of 18 carriers or less			Bureau of Operations, Division of City Delivery.
1818-A	Reports of more than 18 carriers			
	City delivery service statistical data—collection service.	Annually	As soon as practicable after count	
1817-B	Reports of 18 carriers or less			Do.
1818-B	Reports of more than 18 carriers			
	Tabulation of route inspections	Annually	As soon as practicable after completion of inspections.	
3998-C	Offices reporting on 18 carriers or less			Do.
3998-D	Offices reporting on more than 18 carriers			
	Tabulations of route inspections—parcel post carriers.	Annually	As soon as practicable after completion of inspection.	
3998-E	Reports on 18 carriers or less			Do.
3998-F	Reports on more than 18 carriers			
	Tabulations of route inspections—collection service.	Annually	As soon as practicable after completion of inspection.	
3998-G	Reports on 18 carriers or less			Do.
3998-H	Reports on more than 18 carriers			
	<i>b. Second- and third-class</i>			
1810	Report of inspection of city and village carrier routes.	Annually	As soon as practicable after inspection.	Do.
1840	Memorandum of city and village carriers' work performed for 5 consecutive days.	do	As soon as practicable after count	Do.
1840-B	Memorandum of collectors' work for 5 full consecutive days.	do	As soon as practicable after count	Do.
1840-C	Memorandum of parcel post carriers' work for 5 full consecutive days.	do	do	Do.
3998	Report of inspection of carrier's route	do	As soon as practicable after inspection	Do.
3998-A	Report of inspection of parcel post route	do	do	Do.
3998-B	Report of inspection of collection route	do	do	Do.

Offices having rural routes			Bureau of Operations, Division of Rural Service.		
4041	Voucher for payment of road, bridge, or ferry toll (from rural carrier offices where applicable).	Quarterly	5th day after end of quarter		
4060	Report of business transacted at rural stations (from offices with rural stations).	Annually	January 15	Do.	
4240	Count of mail by rural carrier	do	May 20	Do.	
4248	Report of inspection of rural route	do	May 31	Do.	
4251	Certificate of service of regular rural carrier	Semi-annually.	3d day before end of pay period	Paying office for rural carriers.	
4253	Certificate of service for substitute rural carrier.	do	do	Do.	
4254-A	Certificate of service of clerk in charge of rural station (by offices having rural stations).	do	do	Do.	
Offices having star routes					
5400	Report of performance of star route service (from termini and reporting offices).	do	Immediately after last day of service of month.	Division Superintendent, Postal Transportation Service.	
5449	Star route weight report (from designated offices).	do	do	Bureau of Transportation, Division of Highway and Contract Service.	
2203	Certificate of performance of Alaska star service (by termini offices).	do	On completion of last trip for month.	Bureau of Transportation, Division of Transportation Accounts.	
Offices having mail-messenger service					
2242	Certificate of performance of mail-messenger service.	Quarterly	After close of each quarter	Bureau of Transportation, Division of Highway and Contract Service.	
2859	Certificate of performance of railroad side service (from offices where mail messenger service is performed by railroad company).	do	do	Bureau of Transportation, Division of Transportation Accounts.	
Offices having steamboat, or electric or cable car service					
2226	Certificate of performance of steamboat service.	Monthly	On completion of last trip for month	Do.	
5067	Report of electric and cable car service.	do	After close of each month	Do.	

106. All offices—Continued

SCHEDULES OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued

Form No.	Description	Frequency	Final submission date	Submitted to—
Offices on air-mail routes				
2709-----	Monthly poundage report of air-mail dispatched.	Monthly----	After close of each month-----	Bureau of Transportation, Division of Air Service.
2715-A-----	Report of weight and destination of air-mail dispatched (from designated stop offices).	do-----	10th of following month-----	Bureau of Transportation, Division of Transportation Accounts.
2998-----	Report of weights of mail of foreign origin conveyed by United States air mail service (when applicable).	do-----	After close of each month-----	Bureau of Transportation, Division of Air Service.
International exchange offices				
2701-----	Report of foreign air mail dispatched-----	do-----	do-----	Do.
2710-----	Weight of air mail in transit (AV-2)-----	do-----	do-----	Do.
2905-----	Statement showing the number of United States mail sacks employed for the dispatch of mails abroad, and number of sacks returned.	do-----	As soon as practicable after close of each month.	Bureau of Transportation, Division of International Service.
2928-----	Statement showing the number and weight of foreign transit closed mails dispatched abroad by United States exchange offices.	do-----	do-----	Do.
2929-----	Statement showing weight of foreign closed mails, dispatched by exchange offices.	do-----	do-----	Do.
2941-----	Waybill of foreign air-mail dispatched-----	do-----	After close of each month-----	Bureau of Transportation, Division of Air Service.
2942-----	Delivery lists of foreign air mail dispatched-----	do-----	do-----	Do.
2963-----	Statement of weights of mail dispatched by steamers.	Each dispatch.	After sailing of each steamer-----	Bureau of Transportation, Division of International Service.
2963-C-----	Statement of weight of mail dispatched by steamers. Submitted for each dispatch, except on vessels of countries not members of the Postal Union of the Americas and Spain.	do-----	After sailing of each steamship-----	Do.
2963-D-----	Statement of weight of mail dispatched by steamers. Submitted for each dispatch, except on vessels of countries not members of the Postal Union of the Americas and Spain.	do-----	do-----	Do.

2964-----	Report of parcel-post exchanged with foreign countries.	Quarterly----	As soon as practicable after close of each quarter.	Do.
2973-A-----	Summary statement of parcel post exchanged between the United States and Canada.	Semiannually-----	End of first week in April and October.	Do.
2983-----	Statement showing the number and weight of parcels dispatched from and received at exchange offices.	-----do-----	First half of May and November-----	Do.
2998-----	Report of weights of mail of foreign origin conveyed by United States air mail service.	Monthly----	After close of each month-----	Bureau of Transportation, Division of Air Service.
Vehicle service offices				
1809-B-----	Statement of expenditures for vehicles secured under allowances.	Quarterly----	Immediately after close of quarter----	Bureau of Facilities, Division of Budget and Administrative Services.
2202-----	Report of performance—contract vehicle service.	Monthly----	1st of following month-----	Bureau of Facilities, Division of Vehicle Service.
MV-14-----	Estimate of auxiliary and overtime-----	Quarterly----	Immediately after close of previous quarter.	Do.
1809-A-----	Statement of expenditures for personnel vehicle service.	-----do-----	10th day after close of quarter-----	Bureau of Facilities, Division of Budget and Administrative Services.
4502-----	Statement of personnel and substitute hire-----	-----do-----	-----do-----	Bureau of Facilities, Division of Vehicle Service.
4519-----	Balance sheet, motor vehicle, large units-----	-----do-----	-----do-----	Bureau of Facilities, Division of Budget and Administrative Services.
4519a-----	Report of expenditures and outstanding obligations. Motor vehicle, large units.	Monthly----	5th day of following month-----	Do.
4575-----	Report of operations and maintenance. Motor vehicle.	Quarterly----	10th day after close of quarter-----	Do.
4575a-----	Report of operations and maintenance. Motor vehicle, smaller units.	-----do-----	5th day after close of quarter-----	Do.
4576-----	Statement of expenditures, miscellaneous items and water.	-----do-----	10th day after close of quarter-----	Do.
4589-----	Report of trucks overhauled (central repair units).	-----do-----	15th day after close of quarter-----	Bureau of Facilities, Division of Vehicle Service.
1809-c-----	Statement of expenditures for personnel, pneumatic tube service.	-----do-----	5th day after close of quarter-----	Bureau of Facilities, Division of Budget and Administrative Services.
Offices located in Federal buildings				
BOM-52-----	Report of fire in Federal building-----	After each fire.	Immediately-----	Bureau of Facilities, Division of Buildings Management.

SCHEDULE OF ACCOUNTS AND REPORTS TO BE RENDERED—Continued

106. All offices—Continued

Form No.	Description	Frequency	Final submission date	Submitted to—
	Cost ascertainment offices (from designated offices when applicable. Reports cover statistical period unless otherwise specified.)			
	<i>a. Offices of all classes</i>			
1-----	Record of revenue, pieces and weight of originating mail (except fourth-class).	Quarterly---	30 days after close of statistical period.	Bureau of Accounts, Division of Cost Ascertainment.
1-d-----	Record of State Employment Security mailings.	do-----	do-----	Do.
1-c-----	Record of incoming free letter mail from members of United States military and naval forces.	do-----	do-----	Do.
2-----	Revenue pieces and weight, local delivery paid first-class mail.	do-----	do-----	Do.
4-----	Record of miscellaneous special services—international mail.	do-----	do-----	Do.
8-----	Weight of domestic mail by classes and destinations.	Biennially--	Within first month following close of statistical period.	Do.
8a-----	Weight of originating free letter mail from personnel of the United States armed forces and book mailings by destinations.	do-----	do-----	Do.
9-----	Weight of foreign mails by destinations	do-----	do-----	Do.
10-----	Record of special service transactions	Quarterly---	30 days after close of statistical period.	Do.
13-----	Record of originating penalty, franked, free-for-blind, and prisoner-of-war mail (selected offices).	do-----	do-----	Do.
14-----	Record of revenues, pieces and weight of originating fourth-class mail.	do-----	do-----	Do.

16-----	Report of copies, pieces, revenue, and weights of second-class publications, December quarter (offices with 50 publications or less).	Annually----	Jan. 31-----	Do.
18-----	Consolidated report of copies, pieces, revenue, and weights of publishers' second-class mailings, December quarter (offices with more than 50 publications).	-----do-----	-----do-----	Do.
25-----	Weight of incoming foreign and Canal Zone mail (ports of entry and border exchange offices).	Semiannually Oct. 8-14 and Apr. 8-14.	Oct. 31 and Apr. 30-----	Do.
26-----	Weight of incoming, foreign, and Canal Zone mail, by destinations (ports of entry and border exchange offices).	Annually Oct. 8-14.	Oct. 31-----	Do.
51-----	Report of count of pieces and transactions on test rural routes.	Quarterly----	30 days after close of statistical period.	Do.
b. First- and second-class offices only				
3-----	Report of weight, piece, and revenue tests (offices with receipts above \$400,000).	-----do-----	-----do-----	Do.
22-----	Report of volume tests (selected offices)	-----do-----	Within first month following close of quarter.	Do.
29-----	Report of employees' time.	-----do-----	-----do-----	Do.
29-a-----	Report of employees' time—nonpostal service items.	-----do-----	-----do-----	Do.
30-----	Report of expenditures for each quarter	-----do-----	-----do-----	Do.
32-----	Report of tests of mixed items	-----do-----	-----do-----	Do.
40-----	Consolidated report of office time tests of carriers (selected offices).	-----do-----	-----do-----	Do.
41-----	Consolidated report of carriers stops and stop values (selected offices).	-----do-----	-----do-----	Do.
42-----	Report of delivery time observation tests (selected offices).	Annually----	Oct. 31-----	Do.
53-----	Report of floor space used as of Apr. 1	-----do-----	Apr. 30-----	Do.
53-a-----	Report of tests for apportionment of floor space (selected offices).	Quarterly----	Within first month following close of quarter.	Do.
c. Third- and fourth-class offices only				
45-----	Report of outgoing and incoming mails and miscellaneous service transactions.	-----do-----	-----do-----	Do.

CHAPTER XXV

Files and Records

Authority for Disposition

1. Whenever there are in any post office, field office of the Postal Transportation Service, or Post Office Inspection Service an accumulation of records which are not needed in the transaction of current business and are without preservation value, the following action shall be taken:

(a) Records which are listed in this chapter with specific retention periods shall be disposed of promptly upon a determination (1) that the specified retention period has expired, and (2) that further retention is not required under article 3 of this chapter. These determinations shall be made by the respective postmasters, general superintendents and district superintendents of the Postal Transportation Service, and post office inspectors in charge; in case of doubt, inspectors in charge shall be consulted by the others mentioned.

(b) Records not listed in this chapter and records which are listed with indefinite retention periods shall be considered annually. Unless continued retention of the records is necessary to the transaction of postal business or they have other value warranting preservation, a description should be submitted to the inspector in charge with recommendation for a definite retention period. The inspector in charge will obtain necessary authority. No records may be disposed of until authorization appears in this chapter or is received by letter from the inspector in charge. Whenever experience indicates that published retention periods should be shortened or lengthened, recommendation for such change should be submitted to the inspector in charge.

Method of Disposition

2. Disposition of records authorized for disposal shall be made by:

(a) Sale as waste paper: Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall contain a provision prohibiting their resale as records or documents:

(b) Destruction if profitable sale cannot be effected or if necessary to prevent disclosure of information that might be prejudicial to the interests of the Government or of individuals.

Exceptional Retention

3. When there has arisen an action at law or equity either by or against the United States involving the postal service, or any prosecution under the laws of the United States, all files and records relating to the cause of action shall be retained until otherwise instructed.

Penalty for Improper Treatment

4. Title 18, United States Code, section 2071, provides that:

(a) Whoever willfully and unlawfully conceals, removes, mutilates, obliterates, or destroys, or attempts to do so, or, with intent to do so takes and carries away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000 or imprisoned not more than 3 years, or both.

(b) Whoever, having the custody of any such record, proceeding, map, book, document, paper, or other thing, willfully and unlawfully conceals, removes, mutilates, obliterates, falsifies, or destroys the same, shall be fined not more than \$2,000 or imprisoned not more than 3 years, or both; and shall forfeit his office and be disqualified from holding any office under the United States.

RETENTION PERIODS

5. The time limits herein prescribed are the minimum. Items must not be disposed of prior to the expiration of the retention periods shown. Records pertaining to matters which are the subject of inquiry, claim, or investigation shall be retained for such period beyond the time limits specified as may be necessary to adjust the cases. Other records should be disposed of promptly upon the expiration of the specified retention periods unless there is a definite service need for further retention.

If any forms or items herein listed become a part of a case or of any other file for which a different retention period is prescribed, the retention period of the entire file rather than of its component parts will govern.

Numbered Forms

6. The retention periods for numbered and lettered forms are as follows:

<i>Form No.</i>	<i>Retention period</i>
A-----	3 years.
A-5-----	Destroy upon receipt of revised edition.
A-7-----	Do.
A-8-----	Do.
A-9-----	Do.
A-22-----	3 years.
ASB-1-----	1 year, except those on which paying postmasters have entered check numbers to be retained permanently.
ASB-2-----	6 months, except those on which paying postmasters have entered check numbers to be retained permanently.
ASB-2a-----	Do.
ASB-2 special-----	6 months.
AV-2-----	3 years.
B/A-1-----	1½ years.
B/A-2-----	6 months.
B/A-3-----	Do.
B/A-4-----	Do.
B/A-5-----	Do.
B/A-6-----	Do.
B/A-10-----	Until amended.
B/A-47-----	1 year.
B/A-50-----	2 years.
B/A-150-----	Do.
B/A-151-----	Do.
B/A-201-----	1 year.
BOM-1-----	Permanent.
BOM-2-----	Do.
BOM-4-----	5 years.
BOM-5-----	Do.
BOM-6-----	Do.
BOM-7-----	Do.
BOM-8-----	Indefinitely.
BOM-9-----	3 years.
BOM-10-----	5 years.
BOM-11-----	Do.
BOM-13-----	Do.
BOM-13F-----	Do.
BOM-18-----	1 year as card becomes inactive.
BOM-21-----	5 years.
BOM-22-----	Indefinitely.
BOM-23-----	1 year.
BOM-24-----	Indefinitely.
BOM-25-----	Do.
BOM-29-----	1 year.
BOM-31-----	Permanent.
BOM-38-----	Indefinitely.
BOM-41-----	2 years.
BOM-47-----	4 years.
BOM-52-----	1 year.
BOM-53-----	2 years.
BOM-62-----	Indefinitely.
BOM-62A-----	Do.
BOM-102-----	3 years.
BOM-103-----	5 years.
BOM-104-----	3 years.
C-11-----	Do.
C-16-----	Do.
C-18-----	Do.
C-22-----	5 years.
C-24-----	8 years.
CA-2-----	3 years; or until transfer of employee to another agency; or to another organization within the same agency if the Official Personnel Folder is to be maintained by that other organization; or until separation of employee from Federal Service, whichever is shorter.
CA-3-----	Do.
CA-4-----	Do.
CA-4A-----	1 year after close of quarter to which related.
CA-13-----	1 year.
CA-27-----	1 year after close of quarter to which related.
CA-35-----	Do.

Form No.

Retention period

Cir. III-----	Until obsolete.
D-605-----	2 years.
DEL-510-----	1 year.
DSS-1-----	Until pledge is canceled or modified.
DSS-2-----	6 months.
DSS-3-----	Do.
E-7-----	2 years.
E/A-16-----	10 years.
Envelope No. 47-----	Obsolete—6 months.
Envelope No. 49-----	1 year.
Envelope No. 53-----	Obsolete—6 months.
Envelope No. 87-----	60 days, if contents are intact.
Envelope No. 90-----	May be disposed of as waste immediately if no irregularity or discrepancy is involved. Retain for 6 months or longer if necessary, if bearing any evidence of "bad order," tampering, or if a shortage of contents was noted.
Envelope No. 94-----	Do.
Envelope No. 103-----	60 days, if contents are intact.
FAM-----	3 years.
FL-34-A-----	5 years.
FL-135-----	Do.
FL-142-----	3 years except when relating to open accounts.
I-22-----	2 years.
Item 28-----	1 year.
J-----	3 years.
L-----	Do.
L-1-----	6 years.
L-22-----	1 year.
M-----	Obsolete—3 years.
M-1-----	4 years.
M-22-----	3 years.
M-22-A-----	Do.
MLS-03-----	4 years.
MLS-07-B-----	Do.
MLS-08-----	Do.
MLS-022-----	2 years.
MLS-023-----	4 years.
MLS-Ex. 304-----	Do.
MLS-Ex. 305-A-----	Do.
MLS-Ex. 306-----	Do.
MLS-Ex. 308-----	Do.
MLS-Ex. 309-----	Do.
MLS-Ex. 309-A-----	Do.
MLS-Ex. 315-----	Do.
MLS-Ex. 315-A-----	Do.
MLS-Ex. 316-----	Do.
MLS-Ex. 320-----	Do.
MLS-Ex. 321-----	Do.
MLS-Ex. 321-A-----	Do.
MLS-0-21-----	2 years.
MLS-S-2-----	5 years.
MLS-S-8-----	4 years.
MLS-S-11A-----	Do.
MLS-2-A-----	5 years.
MLS-6A-----	3 years.
MO-779-----	5 years.
MU-18-----	3 years.
MU-65-----	2 years.
MV-67-----	3 years.
MV-101-----	4 years.
N-----	3 years.
N1-----	5 years.
O-----	1 year.
O1-----	Do.
O5-----	2 years.
O7-----	Do.
O9-----	7 years.
O13-----	1 year.
O17-----	Do.
O17-FC-----	3 years.
O17 (Recap.)-----	1 year.
O17 Special-----	Do.
O17 Sta-----	3 years.
O20-----	5 years.
O22-----	2 years.
O23-----	3 years.
O23-A-----	Do.
O23-B-----	Do.
O23-C-----	Do.
O23-D-----	Do.
O23-S-----	Do.

<i>Form No.</i>	<i>Retention period</i>	<i>Form No.</i>	<i>Retention period</i>
O23-SAB-----	5 years.	SPL-388-----	Do.
O23-SC-----	Do.	SR-26-----	4 years.
O24-----	Do.	VB-8-----	3 years.
O24-A-----	Do.	W-2-----	1 year.
O24-SD-----	Do.	W-4-----	Until employee separates or executes revised Form W-4.
O25-----	1 year.	WS-3288-----	5 years.
O25-T-----	Do.	WS-3370-----	Do.
O26-----	2 years.	WS-3371-----	Do.
P-----	1 year.	X-----	6 years.
PS-44-----	Obsolete—5 years.	X-4-----	3 years.
PS-159-----	1 year.	XI-----	Until new edition.
PS-300-----	15 years after account is closed or until depositor applies on Form PS-600.	XIV-----	Do.
PS-300-B-----	Do.	1 (Standard)-----	2 years.
PS-301-A-----	1 year.	1 (Treasury) (Certificate of Deposit)-----	3 years.
PS-302-----	15 years after account is closed.	1 (Treasury) (Purchase Authority.)-----	Do.
PS-304-----	Do.	2 (Standard)-----	3 years after expiration of lease.
PS-305-----	6 months after claim of depositor is settled.	22-----	1 year.
PS-309-----	Need not be retained.	22-A-----	Do.
PS-310-----	3 months from date of last entry.	22-B-----	2 years.
PS-311-----	3 months.	22-C-----	Do.
PS-311-A-----	1 year.	23-----	3 years.
PS-311-B-----	Do.	26 (Standard)-----	Obsolete—5 years.
PS-311-F/C-----	Do.	27 (Standard)-----	Do.
PS-312-----	3 months.	28 (Standard)-----	Do.
PS-312-A-----	1 year.	33-----	2 years.
PS-313-----	Do.	33 (Standard)-----	3 years after settlement of contract.
PS-313-A-----	Do.	36 (Standard)-----	3 years.
PS-314-----	Do.	37 (Standard)-----	1 year.
PS-315-----	15 years after account is closed—original; 3 months—duplicate.	40 (Standard)-----	3 years after settlement of contract.
PS-315-A-----	Do.	40 (G. A. O. Form)-----	5 years.
PS-316-----	1 year—stubs.	66-----	1 year from end of quarter to which it relates.
PS-317-----	1 year from last entry.	67-----	Do.
PS-319-----	3 months.	83A-----	6 months—obsolete.
PS-320-----	6 months.	85-----	4 years.
PS-320-A-----	Do.	88-----	2 years.
PS-400-----	1 year.	88-B-----	Do.
PS-401-----	Obsolete—5 years.	88-C-----	Do.
PS-402-----	Do.	89-B-----	Do.
PS-512-----	1 year.	91-----	5 years.
PS-515-----	5 years.	92 (Standard)-----	Do.
PS-519-----	1 year.	93-----	Do.
PS-527-----	Obsolete—5 years.	94-----	Do.
PS-541-----	3 months.	95-----	Do.
PS-541-C/A-----	Do.	95-A-----	1 year.
PS-600-----	15 years after account is closed.	96-----	5 years.
PS-600-A-----	Do.	102-----	8 years.
PS-600-C-----	Obsolete—5 years.	143 (G. A. O. Form)-----	2 years.
PS-601-----	3 months.	155-G-----	7 years.
PS-602-----	Need not be retained.	199-----	4 years.
PS-603-----	Do.	214-----	2 years.
PS-608-----	1 month.	264-----	Do.
PS-621-----	6 months.	311 T/C-----	1 year.
PS-621-A-----	3 years.	314-R-----	2 years.
PS-621-B-----	Until end of calendar month.	500-----	Indefinitely.
PS-622-----	3 months.	501-----	3 years.
PS-622-A-----	Until money order account is reimbursed.	501-E-----	Indefinitely.
PS-630-----	1 year.	513-----	3 years in post offices; 10 fiscal years in division headquarters of Inspection Service.
PS-630-A-----	Orig. 3 years; copies 1 year.	513-A-----	3 years.
PS-630-C/A-----	Do.	520-----	4 years after last entry.
PS-631-----	Until monthly report is completed.	530-----	3 years.
PS-632-----	Do.	540-----	Do.
PS-704-----	1 year.	541-----	Do.
PS-704-A-----	4 years.	542-----	Do.
PS-704-R-----	1 year.	543-----	5 years.
PS-705-----	3 years.	565-----	Do.
PS-705-A-----	1 year.	565-A-----	Do.
PS-706-----	3 years.	574-----	Indefinitely.
PS-706-A-----	1 year.	580-----	1 year.
PS-706-A-709-----	Do.	599-----	Indefinitely.
PS-708-----	3 years.	600-----	During incumbency of present postmaster and in no case less than 5 years.
PS-708-T/F-----	Do.	601-----	Do.
PS-709-----	Do.	606-----	1st and 2nd class offices 5 years, 3d and 4th class offices 1 year.
PS-711-----	Do.	608-----	5 years.
PS-913-----	1 year.	638-----	3 years.
S-27-----	5 years.	639-----	Do.
SM-2-----	4 years.		
SP-54-----	6 years.		
SP-65-----	Do.		
SP-69-----	Do.		
SP-300-----	7 years.		
SPL-387-----	2 years.		

<i>Form No.</i>	<i>Retention period</i>
648.....	10 fiscal years.
662.....	3 years.
663 (Postmaster to collect fee for trace of ordinary, registered, or insured foreign mail).	Do.
663 (Record of transferred registered mail).	5 fiscal years.
664.....	3 years.
665.....	Do.
666.....	Do.
667.....	Do.
668.....	Do.
669.....	Do.
670.....	Do.
671.....	Do.
672.....	Do.
673.....	Do.
675.....	Do.
677.....	Do.
692.....	Do.
693.....	6 fiscal years in post offices; in division headquarters of Inspection Service until authority is received to destroy files listed thereon.
693-A.....	Do.
694.....	3 years.
694-A.....	Do.
694-B.....	Do.
694-C.....	Do.
704-R.....	Obsolete—1 year.
713.....	3 years.
716.....	Destroyed with wrapping.
801.....	2 years.
802.....	Do.
803.....	Do.
804.....	Do.
808.....	Do.
810.....	Do.
811.....	Do.
815.....	Do.
835.....	3 years.
904.....	Copies of reports rendered before adoption of Form 950 to be retained permanently. Copies of reports rendered after adoption of Form 950 to be retained 1 year.
905.....	Do.
911.....	3 months.
912.....	Original, permanently; duplicate, 3 months; triplicate, until shipment is acknowledged.
913.....	1 year.
914.....	Do.
917.....	6 months.
919.....	1 year.
920.....	6 months after extended maturity date of bond.
922.....	Duplicate record copy, until bonds are reissued.
925.....	Permanent.
927.....	2 years.
927-A.....	1 year.
929.....	Duplicate, 6 months; triplicate, until bonds are mailed.
929-S.....	6 months.
937.....	Do.
937-A.....	Do.
937-B.....	1 month.
940.....	1 year.
940-A.....	Orig. 3 years; copies 1 year.
940-C/A.....	Do.
950.....	Permanent.
950-T/F.....	Do.
974.....	1 year.
976.....	Do.
979-A.....	3 months.
983.....	1 year.
983-A.....	3 years.
983-C/A.....	Do.
985.....	Do.
989.....	Do.

<i>Form No.</i>	<i>Retention period</i>
990.....	Remittance letter and receipt—1 year.
990-A.....	1 year.
991.....	Do.
1001.....	1 year.
1002.....	Do.
1005.....	Until postmaster is separated.
1006.....	Do.
1012 (Standard)....	3 years (copy used for local accounting purposes.)
1012-a (Standard)...	5 years.
1012-b (Standard)...	3 years (copy used for local accounting purposes.)
1012-c (Standard)...	5 years.
1012-d (Standard)...	Do.
1012-e (Standard)...	Do.
1013 (Standard)....	3 years.
1013-c (Standard)...	5 years.
1019 (Standard)....	1 year.
1027 (Standard)....	6 months.
1028.....	Indefinitely.
1028-A.....	1 year.
1034 (Standard)....	3 years. (Copy used for local accounting purposes.)
1034-A (Standard)...	3 years.
1035 (Standard)....	3 years. (Copy used for local accounting purposes.)
1035-A (Standard)...	3 years.
1036.....	Indefinitely. (Not to be confused with Standard 1036.)
1036 (Standard)....	5 years.
1036-A.....	1 year.
1038 (Standard)....	2 years.
1038a (Standard)...	Do.
1039 (Standard)....	Do.
1040 (Standard)....	5 years.
1044 (Standard)....	Do.
1046 (Standard)....	Do.
1057.....	1 year.
1058.....	Do.
1058a (Standard)...	5 years.
1059 (Standard)....	Do.
1060 (Standard)....	1 year.
1061 (Standard)....	5 years.
1062 (Standard)....	Do.
1062a (Standard)...	Do.
1062b (Standard)...	Do.
1064 (Standard)....	Do.
1068-A (Standard)...	Do.
1068-C (Standard)...	Do.
1075.....	3 years.
1077.....	7 years.
1080 (Standard)....	5 years.
1080a (Standard)...	Do.
1080b (Standard)...	Do.
1080c (Standard)....	Do.
1081 (Standard)....	Do.
1087.....	1 year.
1090 (Standard)....	5 years.
1091 (Standard)....	5 years. (Telephone service statement.)
1091.....	Permanent. (Box and key deposit register.)
1091½.....	Permanent.
1091-A.....	Do.
1091-B.....	Do.
1092.....	2 years after surrender of box.
1092½.....	Do.
1093.....	Do.
1094.....	2 years after surrender of box. (Application for keys.)
1094 (Standard)....	4 years. (Tax exemption certificate.)
1094-C (Standard)...	5 years.
1096 (Standard)....	Do.
1096.....	3 years.
1098 (Standard)....	5 years.
1100 (Standard)....	1 year.
1102 (Standard)....	Do.
1103a (Standard)...	Do.
1105.....	5 years after employee leaves service.
1107 (Standard)....	1 year.
1108a (Standard)...	Do.
1109.....	5 years after employee leaves service.
1109-A (Standard)...	5 years.
1113.....	5 years after employee leaves service.

<i>Form No.</i>	<i>Retention period</i>
1113-A (Standard)	5 years.
1117	Indefinitely.
1124	1 year.
1125	Do.
1201	Do.
1205	6 months.
1205-R	Do.
1206	3 months.
1208	1 year.
1212	6 months.
1215	1 year.
1220	6 months.
1223	Until adjusted.
1227	2 years.
1229	1 year.
1270	5 years.
1280	3 years.
1280-P	Until transcribed to Form 2806.
1280-T	3 years.
1281	Do.
1282	Do.
1282-S	Do.
1283	Do.
1412-X	4 years.
1423	7 years.
1447	5 years.
1447-A	Do.
1459	Do.
1459-A	Do.
1459-B	Do.
1500	Obsolete—6 months.
1500-A	Do.
1501	Do.
1501-G	Do.
1501-V	5 years.
1502	Obsolete—6 months.
1502-A	Do.
1503	2 years.
1506	30 days.
1508½	2 years.
1508½-B	Do.
1509	1 year.
1510	3 years.
1510-A	Do.
1513-A	2 years.
1516	1 year. If record of claim 4 years.
1517	2 years.
1517-A	Do.
1518	Do.
1519	3 years.
1521	2 years.
1522	Do.
1524	Do.
1525	5 years.
1525-A	8 years.
1525-1	5 years.
1525-2	Do.
1525-3	Do.
1526-P	3 years.
1526-R	Obsolete—6 months.
1526-S	Do.
1528½-S	2 years.
1529	5 years.
1529½	8 years.
1529-1	5 years.
1529-2	Do.
1529-3	Do.
1529-A	Do.
1529-r	10 years.
1530	Indefinitely.
1531	Do.
1532	Do.
1533	Do.
1533-A	Do.
1534	Do.
1535	Do.
1536-A	2 years.
1537	Do.
1538	4 years.
1539	2 years.
1540-A	8 years.
1545-B	3 years.
1545-C	Do.
1545-D	Do.
1545-T	7 years.
1545-T/C	6 years.
1547	Obsolete—6 months.
1547½	Do.

<i>Form No.</i>	<i>Retention period</i>
1549	Obsolete—6 months—Continued
1549-B	Do.
1550	5 years.
1550-A	7 years.
1550-C	3 years.
1550-D	Do.
1550-A/C	Indefinitely.
1550-C/F	5 years.
1550-C/S	Do.
1550-C/T	Do.
1550-F/C	10 years.
1550-H/R	Indefinitely.
1550-P/O	Do.
1550-Q/R	Obsolete—6 months.
1550-R/D	Indefinitely.
1550-R/Q	Do.
1550-S/C	3 years.
1550-T/C	10 years.
1551	Indefinitely.
1551-S/R	Do.
1552	2 years.
1552-S	Do.
1553	3 years.
1553½	2 years.
1556	Obsolete—3 years.
1558 (clerk's and carrier's vacation allowance).	5 years.
1558 (Record and postal account book).	30 days.
1558-B	5 years.
1558-C	Do.
1558½ (Fourth-class postmaster's quarterly account record).	Obsolete—6 months.
1560	5 years.
1561	2 years.
1564	Do.
1565	3 years.
1565½	9 years.
1566	7 years.
1566-D	Do.
1566½	3 years.
1567	1 year.
1567-F	2 years.
1567-I	Do.
1569	3 years.
1569-B	Obsolete—6 months.
1569½	Do.
1570	3 years.
1571	1 year.
1572	Do.
1573	2 years.
1574	4 years.
1574-S	1 year.
1575	2 years.
1576	Do.
1576-A	Do.
1577	3 years.
1578	2 years.
1578-F	Do.
1579	1 year.
1580	2 years.
1580-A	Do.
1580-B	Do.
1580-BF	Do.
1580-C	Do.
1580-CF	Do.
1580-F	Do.
1581	Do.
1581-F	Do.
1582	Do.
1582-F	Do.
1583	3 years.
1584	1 year.
1585	2 years.
1586	4 years.
1589	3 years.
1589-B	4 years.
1590	3 years.
1590-C	Do.
1590-S	Do.
1591	Do.
1591-A C	Obsolete—3 years.
1591-B	Do.
1591-X	4 years.

Form No.	Retention period
1592.....	3 years.
1592-E.....	6 years after employee is separated.
1592-S.....	Indefinitely.
1592-W.....	Obsolete—3 years.
1592-X.....	Obsolete—4 years.
1593.....	3 years.
1593-A.....	Do.
1593-B.....	Do.
1593-S/C.....	Do.
1594.....	Do.
1594-A.....	Do.
1594-B.....	Do.
1594-F.....	Do.
1594-L.....	Do.
1594-S.....	Do.
1597.....	Do.
1598.....	Do.
1622.....	7 years.
1623.....	Obsolete—6 months.
1624.....	3 years.
1665.....	Obsolete—6 months.
1665½.....	Do.
1705-A.....	5 years.
1706.....	2 years.
1737-A (Treasury).....	5 years.
1804.....	Do.
1805.....	Do.
1809.....	Do.
1809-A.....	3 years.
1809-B.....	5 years.
1810.....	3 years.
1810-A.....	Do.
1813.....	Do.
1813-A.....	Do.
1817.....	Do.
1817-A.....	Do.
1817-B.....	Do.
1818.....	Do.
1818-A.....	Do.
1818-B.....	Do.
1833.....	6 months.
1834.....	5 years.
1835.....	2 years.
1838.....	3 years.
1838-A.....	Do.
1838-B.....	Do.
1839.....	Do.
1840.....	Do.
1840-A.....	Do.
1840-B.....	Do.
1840-C.....	Do.
1841.....	1 year at Central Accounting Office; 3 years at District.
1842.....	3 years.
1842-A.....	Do.
1842-D.....	Do.
1842-E.....	Do.
1844.....	Obsolete—6 months.
1845.....	Do.
1846.....	3 years.
1846-A.....	Do.
1847.....	1 year.
1849-D.....	4 years.
1849-E.....	Do.
1850-B.....	3 years.
1850-J.....	Obsolete—6 months.
1853.....	3 years.
1853-A.....	Do.
1853-B.....	Do.
1854.....	Do.
1855.....	Do.
1856.....	Obsolete—6 months.
1858.....	Do.
1906.....	4 years.
1909.....	5 years.
1909-C. D.....	Do.
1909-V. D.....	Do.
1945.....	3 years.
1946.....	Do.
1947.....	Do.
1948.....	Do.
1951.....	4 years.
2006.....	5 years after employee leaves service.
2084 (G. A. O. Form).....	3 years.
2085 (G. A. O. Form).....	Do.

Form No.	Retention period
2087 (G. A. O. Form).....	2 years.
2089 (G. A. O. Form).....	10 years.
2102.....	2 years.
2112.....	4 years.
2113.....	Do.
2114.....	Do.
2136.....	Do.
2201.....	6 years.
2202.....	5 years.
2203.....	2 years.
2226.....	3 years.
2227.....	Do.
2227-A.....	Do.
2242.....	2 years.
2243.....	Do.
2404.....	3 years.
2412.....	Do.
2413.....	Do.
2414.....	Do.
2418.....	Do.
2421.....	Do.
2422.....	Do.
2423.....	Do.
2427.....	Do.
2429.....	Do.
2431.....	Do.
2432.....	Do.
2436.....	Do.
2445.....	Indefinitely.
2446.....	Do.
2504-B.....	Do.
2524.....	3 years.
2531.....	Do.
2531-A.....	Do.
2531-B.....	Do.
2534.....	Indefinitely.
2538-B.....	Obsolete—6 years.
2538-D.....	Do.
2558.....	3 years.
2558-A.....	Do.
2558-B.....	Do.
2558-C.....	Do.
2559.....	Do.
2559-A.....	Do.
2567.....	2 years.
2599.....	6 years.
2627.....	2 years.
2630-B.....	Do.
2633.....	4 years.
2634.....	6 years.
2635.....	4 years.
2636.....	6 years.
2637-A.....	2 years.
2649-A.....	Do.
2657.....	4 years.
2701.....	1 year.
2702.....	Do.
2702-A.....	3 years.
2709.....	1 year.
2710 (AV2).....	2 years.
2713.....	Do.
2713-A.....	3 years.
2715.....	Obsolete—3 years.
2715-A.....	3 years.
2715-B.....	2 years.
2715-C.....	Obsolete—3 years.
2715-D.....	3 years.
2748-D.....	Do.
2751.....	Do.
2753.....	1 year.
2759.....	Do.
2806.....	Indefinitely.
2806-1.....	Do.
2807.....	2 years.
2807-1.....	Do.
2859.....	Do.
2861.....	3 years.
2861-A.....	Do.
2861-B.....	Do.
2862.....	Do.
2863.....	1 year.
2864.....	4 years.
2866.....	3 years.
2866-A.....	Do.
2903.....	Do.
2904.....	4 years.
2905.....	3 years.

<i>Form No.</i>	<i>Retention period</i>	<i>Form No.</i>	<i>Retention period</i>
2906-----	3 years.	3086-----	7 years.
2907-----	Do.	3086-C/A-----	Do.
2907-A-----	Do.	3087-C/A-----	1 year.
2908-----	8 years.	3200-----	Until new list is furnished.
2910-----	Do.	3201-----	Until stock is received.
2912-----	Do.	3201-A-----	Do.
2912 (a)-----	Do.	3201-B-----	Do.
2918 (Notice of postage due).-----	1 year.	3202-----	1 year.
2919-----	Do.	3202-A-----	3 years.
2920-----	Do.	3202-C-----	1 year.
2921-----	Do.	3202-E-----	3 years.
2927-----	8 years.	3206-----	1 year.
2928-----	1 year.	3208-----	Do.
2929-----	8 years.	3209-----	Do.
2932-----	3 years.	3210-----	Do.
2934-----	Do.	3218-----	5 years.
2941 (AV6)-----	2 years.	3222-----	Until adjustment is made.
2942 (AV7)-----	Do.	3223-----	5 years.
2943-----	8 years.	3227-----	Do.
2944 (Receipt for customs duty mail).-----	1 year.	3229-----	Do.
2944 (Open mail transit sheet, Table "O").-----	8 years.	3229-A-----	Do.
2945-----	Do.	3240-B-----	3 years.
2946-----	Do.	3251-----	5 years.
2947-----	Do.	3271-----	3 years.
2948-----	Do.	3274-----	1 year.
2952-----	4 years.	3277-----	Do.
2952-A-----	Do.	3282-----	3 years.
2955-----	1 month.	3284-----	1 year.
2955-A-----	Do.	3286-----	5 years.
2963-----	2 years.	3287-----	Do.
2963-B-----	3 years.	3287-A-----	1 year.
2963-C-----	Do.	3290-----	Do.
2963-D-----	2 years.	3291-----	5 years.
2964-----	Do.	3292-----	Do.
2968-----	3 years.	3294-----	1 year.
2968-E-----	Do.	3295-----	5 years.
2968-F-----	Do.	3295-A-----	3 years.
2968-G-----	Do.	3295-B-----	Do.
2968-H-----	Do.	3295-C-----	5 years.
2968-I-----	Do.	3295-SP-----	3 years.
2968-J-----	Do.	3306-----	Do.
2969-----	Do.	3311-----	1 year.
2970-----	Indefinitely.	3312-----	May be destroyed on receipt of stock if stock received agrees with invoice.
2971-----	3 years.	3323-----	5 years.
2971-A-----	Indefinitely.	3325-----	1 year.
2971-C-----	3 years.	3325-A-----	Do.
2973-----	2 years.	3326-----	Do.
2973-A-----	Do.	3326-A-----	Do.
2974-----	3 years.	3328-----	Do.
2975-----	4 years.	3334-----	5 years.
2980-----	Indefinitely.	3337-----	Do.
2983-----	3 years.	3338-----	1 year.
2985 (Record of dutiable mail re- ceived for de- livery).-----	Do.	3339-----	3 years.
2985-A-----	Do.	3339-A-----	Do.
2986-C-----	2 years.	3339-CA-----	Do.
2986-D-----	3 years.	3339-D-----	Do.
2987-----	Do.	3344-----	8 years.
2988-B-----	Do.	3345-----	5 years.
2992-----	Do.	3346-----	Obsolete—5 years.
2995-----	1 year.	3356-----	Obsolete—3 years.
2998-----	2 years.	3367-----	Until credit is canceled or ad- justed.
2998-A-----	Do.	3367-A-----	Until settled.
3000-----	1 year.	3367-B-----	Until credit is canceled or ad- justed.
3001-----	Do.	3367-C-----	3 years.
3002-----	Do.	3370-----	20 years.
3005-----	Do.	3372-----	3 years.
3008-----	Indefinitely.	3388-----	22 years.
3012-----	1 year.	3437-----	2 years.
3044-A-----	3 years.	3471-----	1 year.
3044-B-----	6 years.	3501-----	3 years after entry ceases to be in force.
3044-C-----	8 years.	3501-A-----	Do.
3044-D-----	1 year.	3501-B-----	Do.
3044-E-----	3 months.	3501-C-----	3 years after registry ceases to be in force.
3080-C/A-----	1 year.	3503-----	3 years after entry ceases to be in force.
3081-----	Do.	3503-A-----	Do.
3081-C/A-----	Do.	3526-----	2 years.
3082-----	Do.	3533-----	1 year.
3083-----	Do.	3539-----	4 years.
3084-C/A-----	Do.	3539-A-----	Do.
3085-----	Do.	3539-L-----	Obsolete—6 months.
		3540-----	1 year.
		3540-A-----	Do.

<i>Form No.</i>	<i>Retention period</i>
3541.....	4 years.
3541-A.....	2 years.
3542.....	4 years.
3543.....	Do.
3544.....	Do.
3544-L.....	Do.
3545.....	Do.
3547.....	1 year.
3547-S.....	Do.
3548.....	Do.
3549.....	Until obsolete.
3550-A.....	Do.
3550-B.....	Do.
3550-C.....	Do.
3551.....	4 years.
3551-A.....	Do.
3551-F.....	Do.
3575.....	1 year.
3577.....	Do.
3578.....	Do.
3578-P.....	Do.
3578-S.....	Do.
3580.....	Do.
3580-A.....	Do.
3582-B.....	Do.
3583-B.....	Do.
3583-F.....	Do.
3584.....	Until obsolete.
3584-B.....	Do.
3601.....	4 years after cancellation.
3601-A.....	Do.
3601-B.....	Do.
3602.....	4 years.
3602-A.....	Do.
3602-PC.....	Do.
3603.....	4 years after permit is canceled.
3603-A.....	4 years.
3603-B.....	Do.
3603-L.....	Do.
3603-S.....	Do.
3604.....	Do.
3605.....	Do.
3606.....	1 month.
3607.....	6 months.
3609.....	4 years.
3609-A.....	Do.
3609-B.....	Obsolete—6 months.
3610-A.....	Until obsolete.
3610-B.....	Do.
3610-M.....	Do.
3612.....	4 years after permit is terminated.
3612-B.....	4 years if for precanceled stamps or precanceled Government stamped envelopes. Applications to mail nonmetered matter must be sent to Division of Letter and Miscellaneous Mail.
3613.....	2 years.
3614.....	4 years after cancellation of permit.
3615.....	Until obsolete.
3616.....	4 years after cancellation.
3617.....	Obsolete—3 years.
3620.....	4 years after cancellation.
3620-A.....	Do.
3620-CC.....	Do.
3622.....	Until obsolete.
3623.....	4 years after cancellation of permit.
3801.....	Orders in force, indefinitely; canceled orders, 4 years.
3801-A.....	Do.
3801-B.....	Do.
3802.....	1 year.
3803.....	2 years.
3805.....	3 years.
3806.....	Do.
3806-S.....	Do.
3807.....	Do.
3808.....	1 year.
3809.....	Obsolete—1 year.
3810.....	2 years.
3812.....	3 years.
3812-A.....	Do.

<i>Form No.</i>	<i>Retention period</i>
3813.....	1 year; if claim is filed, 3 years.
3813-A.....	Do.
3814.....	3 years.
3814-A.....	Do.
3814-B.....	Obsolete—1 year.
3814-C.....	3 years.
3814-D.....	Obsolete—3 years.
3815.....	Do.
3816.....	If delivery office record, 3 years; if mailing office record of return of parcel to sender, 2 years; if mailing office record coupon, 1 year but if claim is filed, 2 years.
3816a-C.....	If delivery office record, 3 years; if mailing office record of return of parcel to sender, 2 years.
3816a-L.....	Do.
3816a-S.....	Do.
3816-B.....	2 years.
3818.....	3 years.
3819.....	1 year.
3820.....	4 years.
3820-A.....	2 years.
3821.....	6 months.
3822.....	Do.
3823.....	Obsolete—3 years.
3824.....	3 years.
3826.....	1 year.
3826-A.....	Do.
3829.....	3 years.
3830.....	2 years.
3837.....	Do.
3840-A.....	Indefinitely.
3841-P.....	4 years.
3841-R.....	3 years.
3841-S.....	Do.
3844.....	2 years.
3846.....	3 years.
3846-B.....	1 year.
3846½.....	3 years.
3849.....	Do.
3849-B.....	1 year; if claim is filed, 3 years.
3849-BP.....	Do.
3849-D.....	1 year.
3850.....	3 years.
3851.....	2 years.
3852.....	Do.
3852-LL.....	Do.
3853.....	Do.
3853-LL.....	Do.
3854.....	Do.
3854-LL.....	Do.
3855.....	Do.
3858.....	Do.
3859.....	3 years.
3860.....	Do.
3867.....	2 years, but 3 years if final
3867-F.....	4 years.
3868.....	2 years.
3873.....	Do.
3874.....	Do.
3875.....	Do.
3877.....	3 years.
3877-A.....	1 year; if claim is filed, 3 years.
3877a-LL.....	Do.
3877-LL.....	3 years.
3878.....	Obsolete—2 years.
3880.....	1 year.
3881.....	3 years.
3881-A.....	1 year; if claim is filed, 3 years.
3881a-LL.....	Do.
3881-LL.....	3 years.
3882.....	Do.
3882-A.....	1 year; if claim is filed, 3 years.
3882-LL.....	3 years.
3882a-LL.....	1 year; if claim is filed, 3 years.
3883.....	3 years—registered; 1 year—insured; if claim is filed, 3 years.
3883-A.....	Do.
3888.....	2 years.
3893.....	Obsolete—6 months.
3896.....	3 years.
3897.....	Do.

<i>Form No.</i>	<i>Retention period</i>	<i>Form No.</i>	<i>Retention period</i>
3900-----	3 years.	4253-----	3 years—original at paying office.
3900-A-----	Do.		2 years—duplicate at certifying office.
3900-B-----	Do.	4254-A-----	3 years—original at paying office.
3900-C-----	Do.		2 years—duplicate at certifying office.
3900-D-----	Do.	4255-----	1 year.
3900-E-----	Do.	4259-O/V-----	7 years.
3901-----	Do.	4259-S/V-----	Do.
3901-A-----	Do.	4260-----	3 years.
3901-B-----	Do.	4260-A-----	Do.
3901-C-----	Do.	4260-C/S-----	7 years.
3901-D-----	Do.	4260-F-----	3 years.
3901-E-----	Do.	4260-Q/S-----	2 years.
3901-F-----	Do.	4310-----	5 years.
3901-T-----	Do.	4310-A-----	2 years.
3902-----	Do.	4370-----	Do.
3902-A-----	Do.	4460-B-----	Do.
3902-B-----	Do.	4491-----	5 years.
3902-C-----	Do.	4500-----	3 years.
3902-D-----	Do.	4500-F-----	Do.
3902-E-----	Do.	4501-----	Indefinitely.
3903-----	Do.	4502-----	3 years.
3904-----	1 year.	4503-----	Not filed.
3905-----	6 years.	4511-----	5 years.
3951-----	3 years.	4512-----	Indefinitely.
3953-----	Do.	4512-A-----	Do.
3954-----	Do.	4513-----	Do.
3956-----	2 years.	4515-----	3 years.
3956-A-----	Do.	4516-----	Indefinitely.
3956-C-----	1 year.	4517-----	Do.
3957-----	2 years.	4518-A-----	5 years.
3957-A-----	Do.	4519-----	Do.
3957-B-----	Do.	4519-A-----	Do.
3958-----	4 years.	4520-----	3 years (thick).
3961-A-----	Orig. 5 years; copies 1 year.	4520-----	3 years (thin).
3961-C/A-----	Do.	4520-A-----	3 years (thick).
3961-F-----	1 year.	4520-A-----	3 years (thin).
3961-R-----	Do.	4520-B-----	2 years.
3963-----	2 years.	4520½-----	Do.
3967-----	Indefinitely.	4521-----	10 years.
3970-----	2 years.	4522-----	To be destroyed when they have served purpose.
3971-----	Do.	4525-----	3 years.
3977-----	3 years.	4526-----	1 year.
3979-----	1 year.	4527-----	Do.
3979-S-----	Do.	4527-A-----	2 years.
3980-----	3 years.	4528-----	To be destroyed when they have served purpose.
3982-----	2 years.	4529-----	Indefinitely.
3988-----	3 years.	4530-----	To be destroyed when they have served purpose.
3989-----	5 years.	4531-----	1 year.
3989-A-----	3 years.	4531-F-----	Do.
3989-B-----	Do.	4532-----	Do.
3990-----	Indefinitely.	4533-----	3 years.
3990-A-----	Do.	4534-----	Do.
3990-E-----	5 years.	4535-----	Do.
3991-----	2 years.	4536-----	Do.
3991-A-----	Do.	4537-----	To be destroyed when they have served purpose.
3995-----	4 years.	4538-----	Do.
3996-----	3 years.	4539-----	Indefinitely.
3998-----	Do.	4544-----	Do.
3998-A-----	Do.	4546-----	1 year.
3998-B-----	2 years.	4547-----	Do.
3998-C-----	3 years.	4550-----	Obsolete—5 years.
3998-D-----	Do.	4551-----	2 years from time tire disposed of.
3998-E-----	Do.	4552-----	6 months.
3998-F-----	Do.	4553-----	Do.
3998-G-----	Do.	4554-----	Do.
3998-H-----	Do.	4555-----	3 years.
3999-----	Do.	4556-----	To be destroyed when they have served purpose.
3999-A-----	Do.	4556-A-----	Do.
3999-B-----	Do.	4557-----	Do.
4024-----	1 year.	4558-----	1 year.
4024-A-----	Do.	4560-----	5 years.
4056-----	2 years.	4561-----	Do.
4076-----	5 years after termination of services.	4563-----	Do.
4089-----	4 years.	4564-----	Indefinitely.
4155-----	Obsolete—1 year.	4565-----	3 months.
4232-----	6 months.	4566-----	1 year.
4233-----	Do.	4567-----	Do.
4240-----	2 years.	4568-----	2 years.
4248-----	Do.	4569-----	1 year.
4250-----	3 years.	4570-----	Do.
4250-O/R-----	Do.	4571-----	During life of truck.
4251-----	3 years—original at paying office.	4572-----	Do.
	2 years—duplicate at certifying office.		
4252-----	3 years—original at disbursing office.		
	2 years—duplicate at certifying office.		

<i>From No.</i>	<i>Retention period</i>
4573-----	10 years.
4573-A-----	Do.
4574-----	Do.
4575-----	Do.
4575-A-----	Do.
4576-----	3 years.
4577-----	5 years.
4578-----	10 years.
4580-----	1 year.
4586-----	3 years.
4588-----	Last record of change.
4589-----	3 years.
4589-A-----	Do.
4590-----	Do.
4591-----	To be destroyed when they have served purpose.
4592-----	3 years.
4593-----	5 years.
4594-----	3 years.
4595-----	5 years.
4596-----	1 week after return or receipt of material.
4598-----	Indefinitely.
4602-----	2 years.
4620-----	Do.
4635-----	Do.
4691-----	7 years.
4691-B-----	Do.
4694-----	3 years.
4694-A-----	Do.
4711-M-----	6 years.
4815-----	Term of contract.
4816-----	Indefinitely.
4830-----	Permanent.
4831-----	Do.
4832-----	Do.
4833-----	Do.
4834-----	Do.
4835-----	Do.
4836-----	Do.
4837-----	Do.
4839-----	2 years.
4840-----	Permanent.
4841-----	Do.
4842-----	Do.
4843-----	Do.
4844-----	Do.
4845-----	Do.
4847-----	1 year or until all differences are cleared.
4847-A-----	Do.
4878a-----	Do.
4878-B-----	Do.
4878-D-----	Do.
4911-----	2 years.
4912-----	Do.
4913-----	Do.
4914-----	5 years.
4915-----	Do.
4916-----	2 years.
4917-----	Do.
4918-----	Do.
4919-----	5 years.
4919-A-----	Do.
4920-----	Do.
4920-A-----	Do.
4921-----	Do.
4921-A-----	Do.
4922-----	2 years.
5000-----	Do.
5000-F-----	Do.
5001-----	6 years.
5002-----	1 year.
5003-----	3 years.
5004-----	Do.
5005-----	1 year.
5007-----	3 years.
5008-----	Do.
5009-----	Do.
5010-----	6 years.
5012-----	3 years.
5013-----	2 years.
5014-----	3 years.
5015-----	2 years.
5017-----	6 years.
5018-----	2 years.
5019-----	Indefinitely.
5020-----	3 years.

<i>Form No.</i>	<i>Retention period</i>
5022 (Monthly record of space used).	6 years.
5022 (G. A. O. Form. Proof of depositary balance).	1 year.
5023-----	3 years.
5024-----	6 years.
5025-----	3 years.
5027-----	Do.
5029-----	6 years.
5030-----	4 years.
5031-----	2 years.
5032-----	Do.
5033-----	3 years.
5035-----	1 year.
5036-----	6 years.
5039-----	1 year.
5040-----	Do.
5040-F-----	Do.
5041-----	3 years.
5042-----	Do.
5043-----	Do.
5045-----	Do.
5046-----	Do.
5047-----	Do.
5048-----	1 year.
5049-----	2 years.
5050-----	Do.
5051-----	Do.
5051-F-----	Do.
5052-----	3 years.
5053-----	2 years.
5055-----	Do.
5056-----	1 year.
5057-----	2 years.
5059-----	Do.
5060-----	1 year.
5066-----	3 years.
5067-----	2 years.
5068-----	3 years.
5069-----	Do.
5070-----	Do.
5071-----	Do.
5072-----	Do.
5073-----	Do.
5074-----	Do.
5075-----	Do.
5077-----	Do.
5079-----	1 year.
5080-----	3 years.
5081-----	1 year.
5082-----	2 years.
5083-----	Do.
5084-----	6 years.
5086-----	2 years.
5087-----	Do.
5088-----	Do.
5089-----	Do.
5092-----	6 years.
5094-----	3 years.
5095-----	Do.
5096-----	1 year.
5100-----	3 years.
5102-----	Do.
5103-----	Do.
5104-----	Do.
5106-----	Do.
5107-----	Do.
5108-----	Do.
5109-----	Do.
5110-----	Do.
5111-----	1 year.
5116-----	3 years.
5117-----	Do.
5119-----	4 years.
5120-----	2 years.
5123-----	3 years.
5125-----	Do.
5129-----	2 years.
5134-----	6 years.
5135-----	3 years.
5136-----	1 year.
5138-----	3 years.
5140-----	Do.
5142-----	Do.
5145-----	Do.

<i>Form No.</i>	<i>Retention period</i>	<i>Form No.</i>	<i>Retention period</i>
5148	1 year.	5379	3 years.
5149	3 years.	5379-F	Do.
5150	Do.	5380	Do.
5151	Do.	5382	10 years.
5152	Do.	5382-A	Indefinitely.
5156	1 year.	5382-F	10 years.
5163	2 years.	5399	6 years.
5164	Do.	5400	Do.
5165	Do.	5417 (Notice of	4 years.
5166	Do.	change in star	
5167	3 years.	route).	
5170	Do.	5432	6 years.
5171	Do.	5434	Do.
5178	Do.	5435	4 years.
5179	Do.	5445 (Notice of	Do.
5183	2 years.	change in site of	
5186	3 years.	post office on star	
5195	4 years.	route).	
5196 (P.T.S. corre-	5 years.	5446	Do.
spondence on		5458	6 years.
empty sacks)		5459	Do.
5205	2 years.	5468	Do.
5211	1 year.	5497	Do.
5213	Indefinitely.	5500	3 years.
5214	3 years.	5560 (Treasury	1 year.
5215 (Treasury	6 years.	Form).	
Form).		5783	3 years.
5215-a (Treasury	Do.	6000-A	Indefinitely.
Form).		6001	3 years.
5217	3 years.	6001-B	Do.
5218	9 years.	6001-O	Do.
5219	3 years.	6001-S	Do.
5220	6 years.	6002	Do.
5221	3 years.	6002-A	13 months.
5228	Indefinitely.	6002-B	3 years.
5239	3 years.	6004	Do.
5244	Do.	6006	Do.
5245	Do.	6006-A	Do.
5246	Do.	6009	Do.
5252	6 years.	6010	Do.
5253	Do.	6010-A	Do.
5254	Do.	6011	Do.
5257	3 years.	6011-A	Do.
5258	Do.	6012	Do.
5262	6 years.	6013	Do.
5270	1 fiscal year.	6013-A	Do.
5271	Do.	6013-N	Do.
5272	3 years.	6014	Do.
5272-A	Do.	6015	Do.
5273	6 years.	6016	Do.
5274	3 years.	6019	6 months.
5275	6 years.	6019-A	2 years.
5276	Do.	6021	3 years.
5283	3 years.	6021-A	Indefinitely.
5290	6 years.	6021-B	3 years.
5293	3 years.	6021-C	Do.
5294	Do.	6021-D	1 year.
5295	Do.	6021-E	Do.
5296	1 year.	6022	1 year or until all charges are
5297	3 years.		cleared.
5298	2 years.	6025	3 years.
5299	3 years.	6026	1 year.
5303	Do.	6034	3 years.
5308	Do.	6038	Do.
5311	Do.	6039	Indefinitely.
5321	6 years.	6051	3 years.
5336	3 years.	6056	Do.
5338	Do.	6060	Do.
5339	Do.	6070 (G.A.O. Form).	1 year or until all charges are
5344	Do.		cleared.
5345	Do.	6071 (G.A.O. Form)	Do.
5346	Do.	6074	Do.
5347	Do.	6083	3 years.
5349	2 years.	6106	Indefinitely.
5350	3 years.	6123	3 years.
5351	Do.	6126	Do.
5352	Do.	6148	Do.
5353	Do.	6149	Do.
5364	2 years.	6155	Do.
5364-F	Do.	6157	Do.
5365	6 years.	6158	Do.
5367	3 years.	6162	2 years.
5369	6 years.	6162-A	Do.
5370	2 years.	6193	Do.
5371	Do.	6219	1 year.
5374	3 years.	6232	6 years.
5377	Do.	6264	Indefinitely.
5378	Do.	6318	3 years.
5378-F	Do.	6339	2 years.

Form No.	Retention period	Description	Retention period
6347-----	3 years.	Adjusted service bonds and	3 years.
6387-----	Do.	U. S. savings bonds, cor-	
6387-A-----	Do.	respondence re.	
6397-----	Do.	Advices of paid money orders	Do.
6410-B-----	Do.	(domestic and international).	
6461-----	Do.	Affidavits and certificates re-	Do.
6501-----	Do.	quired for the mailing of	
6503-----	1 year.	pistols.	
6518-----	Do.	Air-mail schedules used at other	1 year.
6549 (Treasury	Do.	offices.	
Form).		Air-mail schemes, schedules, and	2 years.
6572-----	3 years.	pouch orders.	
6577-----	1 year.	Air-mail week, records and cor-	3 years.
6577-A-----	Do.	respondence re.	
6578-A-----	3 years.	Allowances for rent, lighting,	7 years.
6579-----	1 year.	and fuel, correspondence re.	
6580-----	Do.	Annual report of the Postmaster	As long as infor-
6581-----	Do.	General.	mation therein is
6588-----	3 years.		useful.
6594-----	Do.	Annual reports (P. T. S.),	3 years.
6595-----	Do.	correspondence re.	
6598-----	Do.	Assignments and transfers	Do.
6599 (Treasury)	1 year.	(P. T. S.), correspondence and	
6600-----	3 years.	reports re.	
6601-----	Do.	Auxiliary and overtime expendi-	Do.
6602-----	Do.	tures, daily report of.	
6603-----	Do.	Badges (P. T. S.), correspond-	Do.
6618-----	6 months.	ence and reports re.	
6619-----	3 years.	Bank books-----	7 years.
6647-----	Do.	Bank check stubs and spoiled	1 year.
6670-----	6 months.	checks (M. O. B.).	
6686-----	3 years.	Bank checks paid (M. O. B.)----	3 years.
6700-----	Indefinitely.	Bank checks—temporary check-	4 years.
6700-A-----	Do.	ing account.	
6701-----	3 years.	Bank deposit slip, money order	Do.
6701-A-----	Do.	account.	
6701-B-----	Do.	Bank deposit slips, bank state-	Do.
6701-C-----	Do.	ments, check stubs, and pass	
6701-D-----	Do.	books of stations having no	
6701-E-----	Do.	daily balance.	
6701-F-----	Do.	Bank lists of money orders re-	1 year.
6701-G-----	Do.	ceived through clearing house.	
6701-H-----	Do.	Bank pass books-----	4 years.
6701-I-----	Do.	Bank record of station super-	Do.
6701-K-----	Do.	intendent.	
6701-L-----	Do.	Bank statement showing closing	3 years.
6701-M-----	Do.	balance, money-order account.	
6701-N-----	Do.	Bills for services (P. T. S.),	Do.
6719-----	4 years.	correspondence and reports re.	
6741-C/A-----	6 months.	Bonds of employees, correspond-	4 years.
6742-C/A-----	Do.	ence re.	
6743-C/A-----	Do.	Bonds (P. T. S.), correspond-	3 years.
6744-----	3 years from last entry.	ence and reports re.	
6744-A-----	Indefinitely.	Book record of postmarks-----	2 years.
6744-B-----	Do.	Book record of received and de-	12 years.
6744-C/A-----	6 months.	livered, registered, insured, and	
6745-----	Do.	special delivery mail.	
6745-C-----	Orig. 3 years; copies 1 year.	Bulletins from the Department	5 years.
6745-C/A-----	Do.	concerning adjusted service	
6745-D-----	6 months.	bonds.	
6746-C/A-----	Do.	Cage balance sheets-----	2 years.
6749-A-----	Until supplied with new edi-	Canceled checks (postal)-----	3 years.
	tion.	Carfare requests-----	Do.
6752-----	3 years.	Carrier "key sign in" record-----	Do.
6758-----	Do.	Carrier roster changes-----	Do.
6759-----	4 years.	Carriers' change of address cards.	2 years.
6760-----	3 years.	Carriers' estimates—allowances	5 years.
6772-----	10 years.	for auxiliary and vacation from	
6772-A-----	Do.	Department.	
6775-----	Do.	Carriers' office schedules-----	3 years.
6775-A-----	Do.	Cash books—containing mem-	10 years.
6777-----	Do.	orandum record of advance	
6777-A-----	Do.	deposit permit matter trust	
6810-----	Indefinitely.	funds.	
6815-----	1 year.	Cash books—containing mem-	Do.
6843-----	3 years.	orandum record of second-class	
6961-----	Indefinitely.	advance deposit trust funds.	
6991-----	3 years.	Cash journals and blotters-----	3 years.
9005-----	Indefinitely.	Casualties (P. T. S.), corre-	6 years.
9009-----	5 years after employee leaves	spondence and reports re.	
service.		Certificate of deposit, money-	3 years.
		order funds.	
		Check stubs (postal)-----	1 year.
		Christmas delivery tabulations--	3 years.
		Christmas temporary admit-	4 years.
		tance cards and receipts.	
		Circulars of instructions, star-	1 year.
		route service.	

Unnumbered Records

7. The retention periods for unnumbered records are as follows:

<i>Description</i>	<i>Retention period</i>
City delivery service, correspondence re.	3 years.
Classification or organization of lines, offices, and terminal railway post offices, correspondence re.	Do.
Clearing house slips-----	1 year.
Clerk and laborer's estimates—allowances for auxiliary from Department.	5 years.
Clerks' schedules-----	3 years.
Closed pouch service, correspondence and reports re.	6 years.
C. O. D. applications for money orders,	3 years.
C. O. D. business, correspondence re.	Do.
C. O. D. coupons-----	Do.
C. O. D. tags, delivery office portion.	Do.
Commissions (P. T. S.), correspondence and reports re.	Do.
Complaints, miscellaneous (P. T. S.), correspondence and reports re.	1 year.
Completed applications and questionnaires for temporary employees during Christmas mailing season.	5 years.
Copies of :	
Letters concerning Inquiry Division work.	Do.
Letters from Bureau of Finance, re second-class and permit matter.	4 years.
Monthly money order accounts, lists of issued and paid money orders.	3 years.
Monthly postal note accounts and schedules of paid postal notes.	Do.
Quarterly postal accounts and related papers.	Do.
Correspondence addressed to postmasters and superintendents of delivery (I. P. S.).	Do.
Correspondence between stations and main office.	Do.
Correspondence from :	
Bureau of Transportation----	2 years.
District postmasters in regard to postal savings.	3 years.
Solicitor re second-class and permit mail, unmailable matter, etc.	6 years.
Correspondence, M. O. B.-----	3 years.
Correspondence with :	
Bureau of Finance, re c. o. d. insured, registered, second-class and permit matter.	4 years.
Bureau of Finance, re refunds of postage.	1 year.
Bureau of Transportation, re foreign mail schedules, irregularities, etc.	4 years.
Central accounting postmasters concerning district offices being delinquent in submitting quarterly accounts.	3 years.
Department (Bureau of Post Office Operations)—post offices.	6 years.
Department re complaints made by public concerning delays and irregularities in the mails.	1 year.
Division of Post Office Service.	3 years.
General Accounting Office re return of parcel bills on parcels received from foreign countries.	7 years.

<i>Description</i>	<i>Retention period</i>
Correspondence with—Continued	
Holders of business reply, metered and nonmetered permits and second-class matter.	4 years.
Public and postmasters, not involving claims—post offices.	6 years.
Public, postmasters, and Department re repair and servicing of trucks and equipment, not involving claims.	5 years.
Cost ascertainment records-----	3 years from close of quarter to which records pertain.
Cost ascertainment reports (P. T. S.).	3 years.
Coupons of :	
Paid money orders-----	Do.
Paid postal notes-----	1 year.
Philippine Islands money orders paid.	3 years.
Spoiled money orders-----	4 years.
Daily holiday mail report—2 forms used in connection with the daily report required by the Department during the preholiday period.	Do.
Damage to mail or equipment (P. T. S.), correspondence and reports re.	3 years.
Dead letters, correspondence re--	4 years.
Delay to mail matter (P. T. S.), correspondence and reports re.	1 year.
Delivery Division :	
Circulars and orders-----	3 years.
Correspondence re-----	4 years.
Routine work of, correspondence re.	2 years.
Deposit slips from wholesale stamp clerk to postal cashier.	Do.
Dispatching and receiving sheets.	3 years.
Distribution and dispatch of mails (P. T. S.), correspondence and reports re.	Do.
Division of Mails, correspondence re.	Do.
Electric accounting office sheet, local and district.	5 years.
Electric car service (P. T. S.), correspondence and reports re.	6 years.
Electrical accounting tabulated paid money order sheets.	4 years.
Electrical accounting unit first run sheets, money orders paid.	1 year.
Emergency service reports (P. T. S.).	3 years.
Envelope record of loose money from P. T. S.	2 years.
Envelopes and wrappers of registered mails.	1 year.
Equipment reports (P. T. S.)----	3 years.
Equipment, supplies, and quarters, correspondence re.	4 years.
Errors, correspondence and reports.	4 years; if pertain to P. T. S., 1 year.
Estimates of expenditures (P. T. S.), correspondence and reports re.	3 years.
Examinations (P. T. S.), correspondence and reports re.	Do.
Extension of city delivery, approvals of.	4 years.
Facing slips, correspondence re---	2 years.
Federal Reserve bank temporary receipts for deposits.	3 years.
Ferry stubs, driver's coupons and ferry stubs, collectors' coupons.	1 year.
Field printing (P. T. S.), correspondence and reports re.	10 years.
File sheet record—Money Order Division.	5 years.

<i>Description</i>	<i>Retention period</i>
Foreign advices of discrepancies in mail shipments.	4 years.
Foreign registry bills received from China, Japan, Philippines, Mexico, etc.	Do.
Form letter from Bureau of Finance, accepting parcels sealed against inspection, and re parcels containing written matter.	1 year.
Forms (P. T. S.), correspondence and reports re.	3 years.
General delivery and route patrons' address books.	Do.
General letters and instructions issued by Bureau of Post Office Operations.	Until rescinded.
General orders (P. T. S.)-----	2 years.
Health and safety reports (P. T. S.), correspondence and reports re.	3 years.
Holiday mails and service (P. T. S.), correspondence and reports re.	Do.
Illinois Bell Telephone statements covering collections at stations.	6 years.
Incoming parcel post bills from foreign countries.	Do.
Instructions and circular letters issued by Bureau of Facilities.	Until rescinded.
Insured parcel post coupon tags--	O b s o l e t e — 6 months.
Intraoffice Christmas orders.....	4 years.
Intraoffice orders, City Section---	3 years.
Intraoffice orders, Division of Mails.	4 years.
Irregularities in connection with advance dispatch of pouches, correspondence re.	2 years.
Keys—ordinary and registry (P. T. S.), correspondence and reports re.	3 years.
Leases and rental of space (P. T. S.), correspondence and reports re.	6 years.
Letter bill covering air mail dispatched from Venezuela to New York, foreign.	3 years.
Letter boxes at depots (P. T. S.), correspondence and reports re.	Do.
Letter carrier's vacation assignment (book).	4 years.
Letters listing firms remitting short paid postage.	2 years.
Liberty bond interim receipt-----	20 years.
List of :	
Changes in house numbers---	3 years.
Money-order offices, domestic.	7 years.
Money orders presented by banks, memoranda of examiners, collection slips, and other data of a purely temporary nature.	6 months.
Post offices designated for gathering cost ascertainment data.	1 year.
Locks of all kinds (P. T. S.), correspondence and reports re.	3 years.
Mail cranes (P. T. S.), correspondence and reports re.	Do.
Mail equipment—instructions relative to mail locks and keys; directions for operating through registered mail locks and keys; general instructions with reference to mail bags.	As long as in effect.
Mail found loose or in equipment (P. T. S.), correspondence and reports re.	2 years.
Mail messenger service (P. T. S.), correspondence and reports re.	6 years.
Marked copies of publications filed by publishers.	6 months.
Memorandum Defense Stamp Sales report.	3 years.

<i>Description</i>	<i>Retention period</i>
Memorandum of advance deposits received by postal cashier sent to stations.	1 year.
Memorandum of trust fund bank deposit balance furnished to Second Class Section by the postal cashier.	Do.
Memorandum pertaining to car-load shipments of second-class publications and catalogs received by freight and placed in the mails at this office under additional entries and the provisions of sec. 35.4, P. L. & R., 1948, respectively.	5 years.
Miscellaneous correspondence from the office of superintendent of mails.	Do.
Miscellaneous receipts for items found loose in the mails and delivered to sender or addressee.	2 years.
Money-order accounts—copies of monthly accounts, lists of issued and paid money orders.	3 years.
Money-order business, correspondence re.	Do.
Money-order data of a temporary nature (tape lists of those issued, paid or presented to banks for payment).	6 months.
Money-order day book-----	5 years.
Money-order remittance sheet, contract station.	2 years.
Monthly registers and reports of performance of service on star routes at terminal.	Do.
Monthly report of train failures--	6 years.
News letters (P. T. S.)-----	1 year.
Notices, changes in schedules of dispatches, and routine office details.	3 years.
Notification of award of contracts for storage on a month-to-month basis and servicing of trucks and equipment.	5 years.
Obsolete organization sheets (P. T. S.).	3 years.
Order books—maintained in the various sections of the Division of Mails.	4 years.
Paid checks of stations having no daily balance.	2 years.
Paper tape (used), in rolls, class 2,000, cash-accounting machines.	1 year.
Parcel post bill covering parcel post received from foreign countries.	6 years.
Payrolls and salaries, correspondence re.	3 years.
Permit and second-class matter : Copies of letters from Bureau of Finance, re.	4 years.
Personnel:	
Application for leave and supporting papers.	Applications for leave taken immediately prior to separation, attach to individual earning and service card. All others, dispose of 1 year after file is closed or 1 year after date of application.
Certificate files, consisting of requests for certificates of eligibles or certificates of eligibles.	1 year after date of certificate.
Check lists showing net salary payments and names of recipients.	2 years after audit by G. A. O.
Copies of documents duplicated in Official Personnel Folders and not provided elsewhere in this chapter.	6 months after file is closed or 6 months after date of document.

<i>Description</i>	<i>Retention period</i>	<i>Description</i>	<i>Retention period</i>
Personnel—Continued		Personnel—Continued	
Correspondence and forms in operating personnel office relating to individual employees not maintained in Official Personnel Folders:		Individual authorization card and record of payroll allotments:	(a) Dispose of when superseded by new card or on transfer or separation of employee.
(a) Correspondence and forms relating to pending personnel action.	(a) Dispose of when action is completed.	(a) Where record of bond deductions is maintained on earning record card.	(b) Remove to inactive file when superseded or upon transfer or separation; close inactive file at end of each year; dispose of 5 years after close of file.
(b) All other correspondence and forms.	(b) 6 months after file is closed or 6 months after date of document.	(b) Where record of bond deduction is not maintained elsewhere.	
Correspondence in operating personnel office and its subordinate units relating to their administration and operation.	3 years after file is closed or 3 years after date of document.	Individual earning and service cards.	Place in inactive file on transfer or separation of employee; close inactive file at end of each year.
Correspondence, letters, and telegrams offering appointments to potential employees.	If appointment is accepted, destroy immediately. If appointment is declined: (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles. (2) File inside application, if offered as a result of application for temporary or excepted appointment, and dispose of 6 months after file is closed or 6 months after date of application. (3) All others, dispose of immediately.	Medical unit treatment record cards pertaining to an individual.	6 years after date of last entry.
		Memorandum copies of fiscal schedules involved in payroll processing.	2 years after audit by G. A. O.
		Memorandum copies of payroll certification sheets.	2 years after audit by G. A. O.
		Memorandum copies of payrolls:	
		(a) Where earning record card is maintained.	(a) 2 years after audit by G. A. O.
		(b) Where earning record card is not maintained.	(b) 10 years.
		Official Personnel Folder, all copies of correspondence and forms maintained as temporary records in.	Dispose of on transfer or separation of employee, or when 2 years old.
		Official Personnel Folders and comparable files accumulated prior to establishment of the Official Personnel Folder.	Transfer folders of separated employees to inactive file on separation; close inactive file at end of each year.
Employee interview records..	Place in inactive file on transfer or separation of employee and start new inactive file every 6 months; dispose of inactive file 6 months after it is closed or 6 months after transfer or separation of employee.	Pay or fiscal copy of notification of personnel action, exclusive of copy in Official Personnel Folder.	2 years after audit of related pay records by G. A. O.
		Payroll change slips, exclusive of those in Official Personnel Folder.	Audit copy, 2 years after audit by G. A. O. All other copies, 1 month after end of pay period.
Employee suggestion case files.	After closing case, transfer to inactive file, which is closed at end of each year. Dispose of basic copies 5 years after closing file, duplicate copies 2 years after closing file.	Payroll control registers.....	2 years after audit by G. A. O.
		Receipts for war bonds and checks.	3 months after date of receipt.
Health: Copies of statistical summaries and reports relating to employee health retained by reporting unit, and related papers.	2 years after date of summary or report.	Records of leave data transferred.	2 years after file is closed or 2 years after date of document.
Health record case files, comprising forms, correspondence, and related papers documenting employee medical history—except pre-employment physical examinations, disability retirement examinations, and fitness for duty examinations (which may be made a part of the Official Personnel Folder or retained separately).	6 years after date of last papers in file.	Registers of visits to medical or first aid units.	2 years after last date on register.
		Statistical reports in operating personnel office and subordinate units relating to personnel.	2 years after date of report.
		Time and attendance reports.	Copy used in payroll preparation, 2 years after audit by G. A. O.; all other copies, 6 months after end of pay period.
		Unsuccessful applications for appointment and related papers.	6 months after file is closed or 6 months after date of application.

<i>Description</i>	<i>Retention period</i>
Personnel—Continued	
Withholding tax exemption certificates.	Transfer to inactive file upon transfer or separation; start a new inactive file every 6 months and dispose of it 6 months after it is closed; or dispose of individual certificates when superseded.
Postage stamps, correspondence re.	5 years.
Postal accounts, copies of quarterly accounts and related papers.	3 years.
Postal Bulletins-----	10 years in addition to the current year in post offices; 2 years in P. T. S.
Postal Guide, and supplements--	10 years in post offices; 2 years in P. T. S.
Postal Laws and Regulations—post offices.	Retain current and prior edition.
Postal note accounts—copies of monthly accounts and schedules of paid postal notes.	3 years.
Postal savings, correspondence re.	Do.
Postal savings, correspondence from district postmasters re.	Do.
Postal savings, stubs of certificates issued and spoiled.	Indefinitely.
Postal Transportation Service mail route schedules and routine matters, correspondence re.	1 year.
Postmaster's instructions to station examiners.	3 years.
Pouch irregularities, correspondence re.	2 years.
Pouch labels (P. T. S.)-----	60 days, air mail; 30 days, all others.
Pouch orders, scheduled dispatches from P. T. S.	4 years.
Pouch records and reports (P. T. S.).	3 years.
Publications furnished by publishers to show annual statements of ownership.	1 year.
Quarters, supplies, and equipment, correspondence re.	4 years.
Railroad briefs of failures (P. T. S.).	3 years.
Railroad schedules (P. T. S.)----	6 years.
Railroad service (P. T. S.), correspondence and reports re.	1 year.
Railway mail schedules-----	Do.
Railway post office service (P. T. S.), correspondence and reports re.	6 years.
Record of :	
Auction sale of undeliverable magazines.	2 years.
Dead letters-----	7 years.
Dispatch of trucks, receipt and dispatch of pouches.	3 years.
Letters containing valuable enclosures (not money) handled and disposed of by the Dead Letter Branch.	2 years.
Mailing lists corrected-----	Do.
Post office sales-----	10 years.
Revolvers, belts, and Post Office Department keys.	2 years.
Special request envelopes----	3 years.
Stamps and other stamped paper.	Do.

<i>Description</i>	<i>Retention period</i>
Records of mails received from countries signatory to the Convention of the Postal Union of the Americas and Spain.	8 years.
Records (including the weights of transit mails) of United States exchange post offices, of railway post offices, and of the general superintendent, Postal Transportation Service, New York, concerning international mails which may be involved in accounts with foreign countries.	Do.
Reduction of fixed credit motor vehicle stamps.	Obsolete—1 year.
Refunds of postage, correspondence with Bureau of Finance re.	1 year.
Refunds of postage, correspondence with Division of Letter and Miscellaneous Mail and Division of Newspaper and Periodical Mail re.	4 years.
Register lead seals-----	4 years.
Register trace reports for post office inspectors.	2 years.
Registry dispatch bills-----	Do.
Registry receipts, records and reports (P. T. S.).	Do.
Remittance letters, postal savings.	1 year.
Remittance letters sent registered, insured, and c. o. d., retained copies.	Do.
Renewal notices of credit with Treasurer of the United States (M. O. B.).	Do.
Reports of :	
Special-delivery mail-----	2 years.
Station reduction holiday stamp allowance.	3 years.
Reports on :	
Automobile accidents-----	Do.
Unmailable matter found in mails.	4 years.
Reports re operations of the motor vehicle service made on other than regularly stocked forms.	5 years.
Requests for repairs, alterations, etc.	4 years.
Requisition for stamps, clerk----	2 years.
Retirement deductions and compensation charts (former postmaster), correspondence re.	3 years.
Rifled or damaged registers (dossiers).	5 years.
Roster of Christmas carriers----	3 years.
Rulings on mail matter, correspondence re.	15 years.
Rural mails, correspondence re---	3 years.
Rural mails—roster changes, correspondence re.	7 years.
Sacks, correspondence re-----	2 years.
Satchels, correspondence re-----	7 years.
Savings bonds, correspondence re., with postmaster, stations, and individuals.	3 years.
Scales, correspondence re-----	14 years
Schedule of steamers carrying mails.	8 years.
Schemes and scheme changes (P. T. S.).	2 years.
Screen Wagon Services :	
General correspondence, information requested for advertisements, notification of award of service, notices regarding instructions to bidders, and monthly reports.	4 years.
Sea post trip reports-----	Do.
Second-class and permit matter : Copies of letters from Bureau of Finance, re.	Do.

<i>Description</i>	<i>Retention period</i>	<i>Description</i>	<i>Retention period</i>
Semimonthly reports on pay and service (P. T. S.).	3 years.	Stubs of postal savings certificates issued and spoiled.	Indefinitely.
Service rating system (P. T. S.).	6 years.	Stubs of salary checks.....	4 years.
Side service reports (P. T. S.).	Do.	Stubs of U. S. savings bonds.....	1 year from the date the bonds were issued or spoiled.
Space forms (P. T. S.), correspondence re.	Do.		
Space reports (P. T. S.).	Do.	Substitute carrier assignment (book).	4 years.
Specimen file of business reply cards and envelopes.	4 years.	Substitute time, daily report of...	3 years.
Spoiled checks, correspondence re.	1 year.	Superintendent's daybook (time record).	Do.
Stamp sales (daily record).....	10 years.	Supplies, quarters, and equipment, correspondence re.	4 years.
Star route advertisement for carrying mail (pamphlet).	Until obsolete.	Tape, paper (used), in rolls, class 2,000, cash-accounting machines.	1 year.
Star route routine correspondence (P. T. S.).	2 years.	Telegraph service (P. T. S.), correspondence and reports re.	3 years.
Star route service orders and reports (P. T. S.).	6 years.	Telephone service (P. T. S.), correspondence and reports re.	Do.
State list of post offices.....	Same time as Postal Guide.	Terminal P. T. S. routine reports.	Do.
Statements of mail dispatched to foreign countries (except for New York).	1 year.	Transfer clerks' reports.....	Do.
Statements of weights of mails dispatched to foreign countries.	3 years.	Transfer of employees, correspondence re.	7 years.
Station examiner's inventory sheets.	Do.	Travel allowance reports and records (P. T. S.).	3 years.
Station examiner's reports to postmasters.	Do.	Treasury payroll record (copies)..	Do.
Steamboat service (P. T. S.), correspondence and reports re.	6 years.	Treasury savings certificates receipts.	14 years.
Stenographers' notebooks (P. T. S.).	2 years.	Trip reports (P. T. S.).	3 years.
"Stop Payment" lists issued by Federal Reserve banks in connection with payment Adjusted Service Bonds.	7 years.	Typewriters and adding machines, correspondence re.	7 years.
Storage cars and mails (P. T. S.), correspondence and reports re.	6 years.	nworked mail reports and correspondence (P. T. S.).	2 years.
Street car ticket record.....	Do.	Vehicle hire: Quarterly allowances and correspondence.	4 years.
Stubs and receipts from Federal Reserve bank.	3 years.	Vicious dog notices.....	3 years.
Stubs of checks drawn on Treasurer of United States (M. O. B.).	Do.	War Savings stamps, correspondence re.	Do.
Stubs of money orders.....	Do.	War tax internal revenue stamps receipts.	14 years.
		Weekly money order statements.	3 years.
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